

ISAAC PITMAN'S
COMPLETE
PHONOGRAPHIC
INSTRUCTOR





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ISAAC PITMAN'S
COMPLETE PHONOGRAPHIC
INSTRUCTOR.

Robert

ISAAC PITMAN'S
COMPLETE PHONOGRAPHIC
INSTRUCTOR.

DESIGNED FOR CLASS OR SELF-INSTRUCTION.

BY

ISAAC PITMAN,

(THE INVENTOR OF PHONOGRAPHY.)

AUTHOR OF "THE PHONOGRAPHIC DICTIONARY," "REPORTER'S
ASSISTANT," "PHONOGRAPHIC PHRASE BOOK," ETC.;
AND EDITOR OF "THE PHONETIC JOURNAL."

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TUTTLE

"Phonography is so exceedingly simple as to be easily learned by any one of ordinary capacity; and if it be learned by a very large number of the people, the public benefits to be derived from it are entirely incalculable. This art appears to me likely to tend to increase the love of reading and writing and of education generally; and it seems to have sprung up at a time when it was most needed."—*Right Hon. John Bright.*

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KEY TO ISAAC PITMAN'S COMPLETE PHONOGRAPHIC
INSTRUCTOR.

This work contains a Key to all the Exercises, and Answers to the Review Questions. Uniform with the "Instructor." 68 pp., cloth.

Price, 50 cents.

INTRODUCTION.

THE system of shorthand writing presented in this work, was first published by the Inventor on the 15th November, 1837, under the title of "Stenographic Sound-hand." The second edition appeared on the 10th January, 1840, in the form of an engraved plate with the title of "Phonography, or Writing by Sound, being also A New and Natural System of Shorthand, invented and drawn by Isaac Pitman." In the succeeding half-century, the Inventor has published a large number of works containing presentations of Phonography, from leaflets and primers to comprehensive treatises dealing with the entire system.

This work belongs to the latter category, and is designed to furnish, within the compass of a volume of handy size, a complete presentation of Phonography, including all those principles of abbreviation which have caused Pitman's Shorthand to be universally adopted wherever the English language prevails, on account of its extreme brevity and legibility. There are also embodied in this volume all those valuable improvements in the system, the results of practical experience in the use of the art, and of careful experiments conducted by the Inventor during the past fifty-five years. The general plan of the "Instructor" makes it equally serviceable for self-tuition and for use under a teacher. Every part of the system is explained in the simplest and clearest

manner possible; each principle is illustrated by exercises, and the student's knowledge is tested at succeeding stages by questions. In addition to leading the learner by easy steps to the briefest style of Phonography, a large amount of information is included which will familiarize him with a wide range of shorthand work.

Phonography, as its name implies, is a method of writing by sound, as distinguished from the established orthography of the English language. The accepted mode of spelling is so far removed from any apparent attempt to represent the sounds of speech, that this, its original purpose, has almost ceased to be evident. The common orthography is defective in means for representing several sounds, and the symbols it does employ are used in many contradictory senses. It must be obvious, therefore, that a system of shorthand based on the English alphabet must exhibit these imperfections in a marked degree. Phonography (from *φωνή*, *phōnē*, voice, and *γραφή*, *graphē*, writing) is, however, founded on a scientific analysis of vocal sounds, and with its "alphabet of nature," the writer is able to record on paper an accurate representation of spoken language. While Isaac Pitman's Shorthand, by its phonetic accuracy and its practical principles of abbreviation, is eminently suited for the professional shorthand writer, it is also especially useful for every description of written communication. It is, indeed, in general employment for the various purposes of every-day life, for correspondence, for making notes and extracts, and for composition of all kinds. That Phonography is admirably adapted for this purpose is apparent from the fact that its simple geometrical forms can, at the lowest computation, be written with one-sixth of the trouble, and in one-third of the time, longhand requires.

The present "uncertain and unscientific mode of writing," to quote Professor Max Müller's designation

of the common spelling, is not the only hindrance to facility in written communication. The characters employed in ordinary writing are too long and complicated to admit of their being written with expedition. In Pitman's Shorthand, the sounds of the English language are represented by the briefest possible signs, and Phonography, therefore, furnishes a system of writing by which the operations of the mind and of the hand are brought into close correspondence, and, while capable of being written with the speed of the most rapid distinct articulation, it can be read with the certainty and ease of common longhand. In addition, phonographic manuscripts are easily read by any person acquainted with the system, and hence the art is extensively employed for letter writing.

In the United States, where a number of publishers have issued the system with slight alterations, 97 per cent. of the shorthand writers use either Isaac Pitman's Phonography or an American presentation of it. In Great Britain, Pitman's Shorthand is every year more extensively taught and practised; it is used by 93 per cent. of newspaper reporters and 98 per cent. of shorthand clerks. The percentage of phonographers in Australia is 96. Phonography has been adapted to eleven foreign languages.

The Publishers desire to take this opportunity to tender their hearty thanks to the large number of expert writers and teachers of Phonography, who have offered valuable suggestions for the improvement of this work, during its passage through the press.

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PART I.

CHAPTER I.

DIRECTIONS TO THE STUDENT.

1. THE art of Phonography may be easily acquired. Experience has shown that its principles are mastered by most learners in a short time, and that an hour's *daily* practice in reading and writing, for two or three months, will enable the student to write it with some degree of facility. Speed in writing comes only by practice.

2. Phonography can be learned, and is learned by thousands, from the Instruction Books without the aid of a teacher, and the Text-Books are compiled to meet the requirements of those who cannot obtain the services of a shorthand instructor. But if the student can obtain personal instruction or attend the classes of an efficient teacher, he will acquire a knowledge of the system more rapidly. If any difficulty is experienced in finding a teacher or school, the publishers will be pleased to put

the student in communication with one on receipt of a stamped and addressed envelope.

3. Phonography is best written upon ruled paper, and either a pen or a pencil may be used, but in reporting a pen will be found the most convenient. As, however, the shorthand writer is sometimes so situated that he *cannot* use a pen, he should accustom himself, at times, to report with a pencil. The pen or pencil should be held as for longhand writing, the elbow being turned out, so that the letter \backslash *b* can be struck with ease. The writer must not let the wrist rest upon the desk or note-book. The bearing of the arm on the edge of the desk should be at the middle of the fore-arm ; this gives the greatest freedom of movement. The penholder should be held lightly, and the writer should sit in front of the desk, with the paper parallel with the edge of the table. Select a good and suitable pen, smooth paper, and be accurate in the length and direction of the shorthand letters : the result will be a neat and legible style of writing. The learner should bear in mind that it is not sufficient to know a particular sign or rule, but that the knowledge must be so wrought into the mental constitution by writing the sign, or the shorthand outline, that it can be repeated at any moment. Till a word at once suggests the shorthand form, some delay must necessarily arise before its outline can be placed on the paper ; therefore, no opportunity should be lost of practising Phonography.

4. The student should be very careful not to write the shorthand characters rapidly at the outset. When his hand has become accustomed to trace with correctness and elegance the simple geometric forms of the letters, he will find no difficulty in writing them quickly ; but if he lets his anxiety to write FAST overcome his resolution to write WELL, he will not only be longer in attaining speed, but will always have to lament the illegibility of his writing.

5. The secret of success in shorthand is PRACTICE. The exercises given in this book should be written and re-written until the pupil is familiar with the form of every word. All the illustrative words in the text should be written in addition to the exercises. At least one hour daily must be given to practice, and this practice should be regular ; one hour daily is much better than two hours every other day. In learning the Alphabet, each letter as it is written should be pronounced aloud, and in subsequent rules, each example or illustrative word should be traced, either with the pen or the finger, as it is read. The pupil is cautioned not to look ahead, or to attempt to read exercises in advance of his knowledge, as such a course is likely to retard his progress.

6. From the commencement of his study, the student should keep before his mind the fact that he is learning to write by SOUND. The ordinary spelling, with its many irregularities and inconsistencies, will afford him little guidance in phonographic notation. At every step he takes in the study of Phonography, the student should exercise his reasoning powers, and accustom himself to make a mental analysis of the consonant and vowel sounds which compose the words he desires to write in shorthand. This will greatly facilitate his progress, and will ensure correct writing.

THE ALPHABET.

7. Phonography, the invention of Isaac Pitman in 1837, is based upon an analysis of the English spoken language. Its consonants and vowels are so arranged as to show, as far as possible, their mutual relations. In the consonants, *p* stands first, *b*, next the rest follow in their natural order ; first the stopped or explosive letters, proceeding from the lips to the throat ; then the continu-

TABLE OF CONSONANTS.

	<i>Letter.</i>	<i>Shorthand Sign.</i>	<i>Name.</i>	<i>As in</i>	
<i>Explosives.</i>	P	↘	pee	rope	post
	B	↘	bee	robe	boast
	T		tee	fate	tip
	D		dee	fade	dip
	CH	⋅	chay	etch	chest
	J	/	jay	edge	jest
	K	—	kay	leek	cane
	G	—	gay	league	gain
<i>Continuants.</i>	F	↘	ef	safe	fat
	V	↘	vee	save	vat
	TH	(ith	wreath	thigh
	TH	(thee	wreath	thy
	S)	ess	hiss	seal
	Z)	zee	his	zeal
	SH	↘	ish	vicious	she
<i>Nasals.</i>	ZH	↘	zhee	vision	
	M	↘	em	seem	met
	N	↘	en	seen	net
<i>Coalescents, Liquids.</i>	NG	↘	ing	long	
	L	↘ up	el	fall	light
	R	↘ up down	ar	for	right
	W	↘ up	way		wet
<i>Aspirate.</i>	Y	↘ up	yay		yet
	H	↘ up down	hay		high

ants, in the same order; and lastly the nasals, liquids, coalescents, and aspirate, as in the Table on the opposite page.

8. The first group of eight letters, represented by straight strokes, is called "explodents," because the voice is exploded through organs (the lips; etc.) previously in close contact.

9. The next group of eight is called "continuants," because the breath or voice continues to flow through the partially closed organs.

10. The "nasals" are produced by closing the lips and sending the sound through the nose. The "liquids" flow into union with other letters, and thus make double letters or consonantal diphthongs. The "coalescents" precede vowels and coalesce with them. The "aspirate" is a breathing upon the following vowel.

11. Sixteen only out of the twenty-four consonants are *essentially different*. They are *p, t, ch, k; f, th, s, sh; m, n, ng; l, r; w, y; h*. The articulations in the pairs *p* and *b*, *t* and *d*, *f* and *v*, etc., are the same, but the sound is, so to speak, light in the first, and heavy in the second letter of each pair. The letters of each pair are represented by similar strokes, but that chosen for the second is written *thick*, instead of *thin*; as $\diagdown p$, $\diagdown b$, $| t$, $| d$, $\diagup f$, $\diagup v$, etc.; and thus, not only is the memory burdened with fewer signs, but the mind perceives that a *thin stroke* corresponds with a *light articulation*, and a *thick stroke* with a *heavy articulation*. *Ch* and *j* are double consonants, formed by the union of *t, sh*, and *d, zh*, as may be heard in *fetch, cheap; edge, jet*. Hence in the alphabet they follow *t, d*, their first elements. Throughout this book whatever relates to the light consonants, relates also to the corresponding heavy letters.

12. The consonants should be written about one-sixth of an inch long, as in these pages. Care should be taken to form the curved thick letters, when standing alone,

thus \backslash *r*, $)$ *z*. If made heavy throughout they look clumsy : they should be thick in the middle only, and taper off at each end, except when joined to a thick letter, as \bigcup *r*, *g*.

13. All the exercises that follow must be carefully written out, *the name of each shorthand letter being pronounced aloud as it is written*. The pupil must always call the consonants by their phonetic names : thus, “ch” is to be named *chay*, not *see aitch* ; “g” *gay*, not *jee* ; “ng” *ing*, not *en jee*.

14. *Horizontal letters* are written from *left to right* on the line.

15. *Perpendicular letters* are written *downward*, resting on the line.

16. *Sloping letters* are written *downward*, except upward *r*, *w*, *y*, and upward *h*, which are written *upward*, from the line. The letters *p*, *b*, *f*, *r*, *sh*, *zh*, *l*, and downward *r*, are written at an angle of 45 degrees from the horizontal ; *ch*, *j*, and downward *h*, are written at an angle of 60 degrees ; and upward *r*, *w*, *y*, upward *h*, 30 degrees. The letter \swarrow *l*, when standing alone, is written upward, and \searrow *sh*, downward.

17. If the pupil cannot produce a fair copy of the letters in Exercise 1 at the first trial, he should write the page several times, and vary the practice by writing the letters in irregular order ; thus,

\backslash $|$ $—$ $/$ \bigcup \swarrow

EXERCISE 1.

(To be written by the student.)

P, B \ \ \ \ \ \ \ \ \ \

T, D | | | | | | | | | | | |

CH, J [down] / / / / / / / / / /

K, G — — — — — — — — — —

F, V \ \ \ \ \ \ \ \ \ \

TH, TH ((((((((((

S, Z))))))))))

SH, ZH))))))))))

M \ \ \ \ \ \ \ \ \ \ \ \ \ \

N \ \ \ \ \ \ \ \ \ \ \ \ \ \

NG \ \ \ \ \ \ \ \ \ \ \ \ \ \








L [up] / / / / / / / / / / / / / /

R [down] \ \ \ \ \ \ \ \ [up] / / / / / / / /



W [up] / / / / / / / / / / / / / /

Y [up] / / / / / / / / / / / / / /

H [down] \ \ \ \ \ \ \ \ [up] / / / / / / / /

18. As the letters of the Shorthand Alphabet, with the exception of     are straight lines and segments or parts of a circle, the following Diagrams will assist in fixing them in the pupil's mind. He should copy the Diagrams, and write the letters in longhand close to the shorthand forms. The student will learn in a subsequent lesson that the thick character  [there being no heavy simple sound corresponding with ] is used to represent the double consonant *mp* or *mb*, and  the double consonant *br*.



19. To remember the strokes for *th* and *s*, note that) is the curve on the right side of  and that *l* and *r* form the left and right sides of an arch 

EXERCISE 2.

Copy the shorthand letters and write the longhand letter after each.

1. \ p, \ b, | | / — — ✓ ✓ / ✓
2. / \ ✓ | ? \ ✓ | ✓ / — / —
3. \ \ (()) / / — — — — \ \
4. \ — / \ (—) — (/ \ /)
5. \ (/ — / / —) | /) | —
6. \ — / \ ✓ / ✓ — ✓ — — |
7. / \) (— — \ / () — / \
8. | — | — \ / \ / / ✓ ✓ ✓ ✓

EXERCISE 3.

Write the longhand letters, and place the shorthand letter after each. In this and subsequent Exercises, the letter (named "ith," is represented by "th;" and (named "thee," by "th."

1. t, ch, b, g, d, p, h (down), ng, s, *th*, m, y, n, l, r (down).
2. th, z, r (up), sh, j, k, f, w, h (up), zh, v, b, t, k, d, f, w.
3. j, z, v, s, m, r (up), l, h (down), p, n, ch, g, *th*, z, th, sh.
4. th, r (down), g, *th*, v, m, ch, y, j, t, b, s, d, zh, sh, p.











REVIEW.

1. Into how many groups of consonants is the alphabet of Phonography divided? Name them.
2. Give some words in which the following sounds occur :—*ith*, *thee* ; *kay*, *gay* ; *way*, *yay* ; *chay*, *jay*.
3. Explain the terms "liquid" and "continuant."
4. How is the upward *r* distinguished from *ch*?
5. Give the rules for writing horizontal, perpendicular, and sloping letters.












CHAPTER II.

JOINED CONSONANTS.







20. WHEN consonants are joined, they should be written without lifting the pen, the second letter beginning where the first ends and so on ; thus,

 not 








tk, *fm,* *pk,* *tl,* *lt,* *pl,* *lp,* *sk,* *lsh.*











21. Consonants when joined are written in the same direction as when standing alone, up strokes being always written upward, and down strokes downward ; thus,

 not . *L* and *sh*, however, when joined to other letters, may be written either upward or downward ; thus,









lm, *ml,* *lk,* *kl,* *shf,* *shm,* *shl,* *lg,* *lng.*

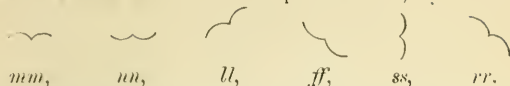
22. The first of two descending letters should rest on the line ; thus,







tch, *cht,* *pt,* *chp,* *ft,* *pth.*

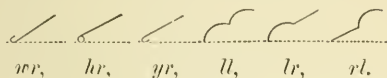
23. When a straight stroke is repeated there must be no break between the two letters ; thus,











pp, *bb,* *chch,* *dd,* *kk,* *gg,* *td,* *kg,* *hp,* *dt.*

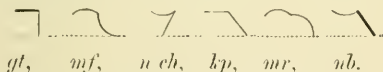
24. A curved consonant is repeated thus,



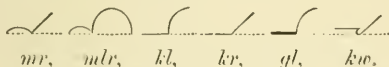
25. The first of two ascending letters should start from the line; thus,



26. A horizontal letter followed by a descending letter is written above the line, so that the down-stroke rests on the line; thus,



27. A horizontal letter followed by an ascending letter is written on the line; thus,





EXERCISE 4.

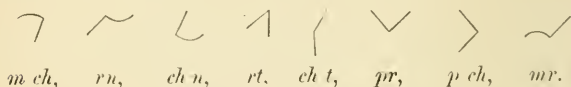
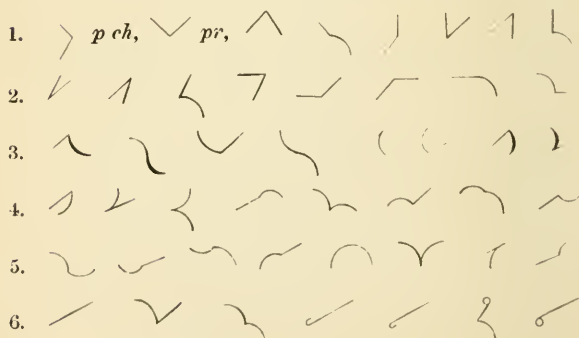
Write the longhand letters and place the shorthand letters after each.

1. p t, p k, p th, p sh, b th, p l; t p, t k, t th, t m.
2. ch p, ch k, ch l, ch m, ch n; k p, k t, k th, k sh, k m.
3. f p, f ch, f th, f m, f n, f l; th ch, th k, th f, th m.
4. s p, s k, s l, s m, s n; sh p, sh k, sh f, sh m.
5. m p, m k, m f, m th, m n, m l; n p, n t, n ch, n k.
6. n f, n th, n sh, n m; l p, l ch, l k, l f, l m; w p, w l.
7. p p, t t, ch ch, k k, f f, s s, l l, m m, n n, r r.
8. f m l, d th, m n d, f l ng, y r k, m n th l, r v l, t l m, j k b.

CH AND UPWARD R.

28. The upward *r* is distinguished from *ch* as follows:—*r* is written upwards, and *ch* downwards. When *r* and *ch* stand alone, *r* slopes a little from the horizontal, and *ch* a little from the perpendicular; thus,  *r*,  *ch*. The stroke naturally takes these slopes when struck by the hand upward and downward respectively.

29. When *r* and *ch* are joined to other letters, they are distinguished by the direction of the stroke, and the amount of slope is of no consequence; thus,

EXERCISE 5.—*R* AND *CH* COMBINATIONS.

REVIEW.

1. How are joined consonants written?
2. Show by examples how *l* and *sh* are written when joined.
3. What is the position of the first of two descending strokes?
4. How are straight strokes repeated? Give examples.
5. Where does the first of two ascending strokes begin?
6. Show how a horizontal letter is written when followed by a descending letter, and when followed by an ascending letter.
7. State the distinction between *ch* and upward *r* when standing alone.
8. How are *ch* and *r* distinguished when joined to other consonants?

CHAPTER III.

LONG VOWELS.

30. There are six simple long vowels in the English language, namely,—

AH,	EH,	EE ;	AW,	OH,	OO,
as heard in the words					
Alms,	Ale,	Eel ;	All,	Oak,	Ooze.

31. The first three are represented in Phonography by a heavy dot placed at the beginning, middle, or end of a consonant ; and the last three by a short, heavy stroke in the same positions. These dots and dashes are written close to, but not touching the stroke consonant ; thus,

•	•	•	—	—	—
Ah,	Eh,	Ee,	Aw,	Oh,	Oo.

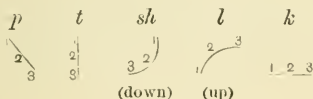
They are here placed against the phonographic letter *t* in order to indicate their position as first place, second place, and third place vowels. They should all be pronounced as single sounds ; thus, *ah* as in *alms* [not *a-aitch*] ; *eh* (*a*) as in *ape* ; *ee* as in *eel* ; *aw* as in *awe* [not *a-double-you*] ; *oh* as in *owe* ; *oo* as in *ooze*. The long vowels may be remembered by repeating the following sentence:—

Half pay he thought so poor.
ah, eh, ee, aw, oh, oo.

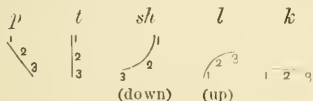
PLACES OF THE VOWELS.

32. When a vowel is placed on the left-hand side of a perpendicular or sloping consonant, it is read *before* the consonant; and when placed on the right-hand side, it is read *after* the consonant. A vowel placed above a horizontal letter, is read *before* the consonant, and when placed under, is read *after* the consonant. The vowels are written at the side of the consonant, in three places—at the beginning, middle, and end; the beginning of the consonant, whether written upward or downward, being the place of the first vowel-sign *ah* or *aw*. Thus, when the letter *l* is written upward, the vowel places are reckoned upward; as, *ale*, *cel*. Vowels placed at the beginning of a consonant, as *ah* and *aw*, are called *first-place vowels*; in the middle, as *eh* and *oh*, *second-place vowels*; and at the end, as *ee* and *oo*, *third-place vowels*. Their places are indicated in the following Diagrams by the figures 1, 2 and 3.

A VOWEL BEFORE A CONSONANT.



A VOWEL AFTER A CONSONANT.



33. The vowel dots and strokes must be written at a little distance from the consonant. If allowed to touch (except in a few cases which will be mentioned hereafter), they would occasion mistakes. A stroke-vowel may be

written at any angle that is distinct; thus, \swarrow or \searrow , *foe*; \nearrow or \nwarrow , *Joe*.







34. The English alphabet is deficient in letters to represent the sounds of the language. For instance, it has no single letter to represent the first consonant sound in *think*, *shoe*. Neither do the twenty-six letters of the common alphabet always represent the same sounds. Thus, *a* is used for six different sounds in *maker*, *father*, *man*, *many*, *wall*, *want*. The student must, therefore, write words by the shorthand signs representing the *sounds* of which the words are composed, without regard to the common spelling. In transcribing into shorthand the longhand words at the end of Exercise 6, the student should, before putting pen to paper, ask himself what are the elementary sounds heard in each word, and then write each by its shorthand sign. In the word *though*, for instance, he will notice that the sounds heard are *thee* and *oh*. These are what he has to write, and not the letters *tee-aitch-oh-you-jee-aitch*, the ordinary way of representing the word.





EXERCISE 6.

Write the longhand word after the shorthand, as in line 1.

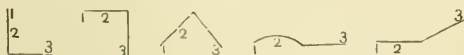
1. $\cdot |$ *aid*, \frown *ain*, $_$ *eke*, $- |$ *oat*, $- |$ *ought*, \rangle *ace*, \frown *alc*,
2. \searrow *air*, \searrow *oar*, \cdot $|$ \cup \frown $_$ $|$ \rangle \searrow ,
3. $- |$ \nearrow \swarrow $-($ \checkmark \searrow \searrow \nearrow \rangle \rangle
4. $|$ *day*, \frown *may*, $|$ $-$ $-$ \rangle \frown $_$ \searrow \searrow
5. $($ \frown \frown $($ \frown $)$ $-$ $)$ $|$ \nearrow \nearrow
6. \nearrow \cdot \searrow \searrow \searrow \searrow \nearrow \frown $_$ \nearrow
7. Dough $-$ gay $_$ she, eel, pea, ease, knee, gnaw, day.
8. Oak, chew, ache, ought, loo, hoe [*h* down], show.
9. Awed, ail, law, though, baa, Shaw, beau, owed, Joe, foe.
10. Know, each, mow, maw, ye, jaw, nay, law, yea, bee, fee.

A LONG VOWEL BETWEEN TWO CONSONANTS.

35. FIRST and SECOND-PLACE long vowels are written *after the first consonant*; as  *talk*, not  *talk*;  *gate*, not  *gate*;  *rake*, not  *rake*.

36. THIRD-PLACE vowels are written *before the second consonant*; as  *team*, not  *team*;  *teach*, not  *teach*.

LONG VOWELS' PLACES.












EXERCISE 7—LONG VOWELS.

Write the longhand word after the shorthand, as in line 1.










1.  *tame*,  *beak*,  *Paul*,  *code*,  *more*.

2.         

3.         

4.         

5.         

6.         

7.         

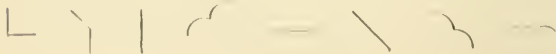
EXERCISE 8—LONG VOWELS.

In this and subsequent Exercises, the pupil is directed by a small capital letter when to write the letters L and R downward.

1. Palm (*p ah m*; *l* is not pronounced), balm, calm.
2. Shape, shame, faith, bathe, make, fade, date, rage.
3. Beech, cheap, liege, thief, feed, beam, theme, neap.
4. Hawk (write *h* down), land, tall, talk (*t aw k*), ball.
5. Poach, coach, both, comb (*k oh m*), toll, foam, coal, joke.
6. Boom, doom, food, move, tomb, poop, tooth, cool.
7. Peep, paid, pair, babe, bake, teach, tare; dome, door.
8. Chalk, choke; jail, jeer; keyed, core; game, gore.
9. Folk, fame, fool, fair; vague, vote, veal; thief.
10. Shawl (*sh* and *l* upward), shore, zeal; maim, name.
11. Shoal, lothe, lore; wrote, rogue, wreath, ream.
12. Weep, weed, ware; yawl, yore; heed, heap, hope (*h* up).

REVIEW.

1. How many long vowels are there?
2. By what signs are they represented?
3. Name them in their order.
4. Explain the terms first, second, and third-place vowels.
5. Give examples of each.
6. What are the places or positions of vowels *ah*, *oh*, *oo*, *eh*, *aw*, *ee*?
7. Write the characters for *p* and *l*, and show the vowel places before and after them.
8. What are the respective positions of first, second, and third-place vowels between the following consonants?



CHAPTER IV.

SHORT VOWELS.

37. Besides the six long vowels already explained, there are six corresponding short vowel sounds in the English language. There are the vowel sounds heard in *pat*, *pet*, *pit*; *not*, *nut*, *foot*. In producing these sounds, the positions of the vocal organs are nearly the same as in uttering the long vowels in *palm*, *pate*, *peat*; *nought*, *note*, *food*; the chief difference being that the short vowels are more rapidly pronounced.

The short sound of *ah* in *palm* is *a* (say *ah* quickly) in *pat*.

The short sound of *eh* in *pate* is *e* (say *eh* quickly) in *pet*.

The short sound of *ee* in *peat* is *i* (say *ee* quickly) in *pit*.

The short sound of *aw* in *nought* is *o* (say *aw* quickly) in *not*.

The short sound of *oh* in *note* is nearly *u* (*uh*) in *nut*.

The short sound of *oo* in *food* (say *oo* quickly) is *ö* in *foot*.

By *drawing* a word containing a short vowel, the corresponding long vowel will be heard. Compare *pick*, *peek*; *col*, *caught*.

38. The short vowels are represented by dots and short strokes, similar to those employed for the long vowels, but made light to indicate their short sound, thus:—

Sound		Sign	Sound		Sign
ă	as in that	·	ö	as in not	—
ĕ	pen	·	ŭ	much	—
ĭ	is	·	öö	good	—

The order of the short vowels may be remembered by saying:—

That pen is not much good.

39. Instead of calling these short vowel sounds short *ah*, short *eh*, short *ee*, etc., it is better to give them *names* by adding the consonant *t* to them; thus, *at*, *et*, *it*, *ot*, *ut*, *ööt*, in the same manner as the consonant sounds are *named* by placing a vowel either before or after them; thus, “f,” *ef*; “m,” *em*; “p,” *pce*; “v,” *vce*.

40. In order to gain familiarity with the short vowels and their powers, the student should pronounce them in connection with other letters of the alphabet; thus,

	·		┌	—	└		·		┌	—	└
<i>at</i>	<i>et</i>	<i>it</i>	<i>ot</i>	<i>ut</i>	<i>ööt</i>	<i>ad</i>	<i>ed</i>	<i>id</i>	<i>od</i>	<i>ud</i>	<i>ööd</i>

and so on with other letters. When he has done this, he should contrast each short vowel with its corresponding long vowel; thus,

·		·	·	·	·	·		·		·	·
<i>ah</i>	<i>at</i> ,	<i>eh</i>	<i>et</i> ,	<i>ee</i>	<i>it</i> ,	<i>ah</i>	<i>ad</i> ,	<i>eh</i>	<i>ed</i> ,	<i>ee</i>	<i>id</i> ,
┌	┌	—	—	└	└	┌	┌	—	—	└	└
<i>au</i>	<i>ot</i> ,	<i>oh</i>	<i>ut</i> ,	<i>öo</i>	<i>it</i> ,	<i>au</i>	<i>od</i> ,	<i>oh</i>	<i>ud</i> ,	<i>öo</i>	<i>id</i> .

41. As a result of this practice, many common words will be made, as in the following examples:—

| *at*,) *ash*, | *add*, ∩ *am*, ∩ *Ann*.

∖ *ebb*, / *etch*, — *egg*, / *edge*, (*ell*.

| *it*, / *itch*, ∖ *if*, | *odd*, ∩ *on*,) *as*.

∩ *or*, ∖ *of*, ∩ *up*,) *us*, (*ill*, ∖ *off*.

EXERCISE 9—(continued).

7 tar,

8 far,

9 bar,

10 orb,

11 early,

12 fur,

EXERCISE 10.

1. Bag, tap, Jack, pad, bat, back, pap, cap, cab, chap.
2. Peek, beg, beck, leg, dell, keg, debt, gem, jet, deck.
3. Dig, tick, pig, big, pith, bill, tip, ditch, chip, fib, dip.
4. Mock, knock, rob, pod, dot, dock, top, Tom.
5. Tuck, pup, butt, dug, duck, dumb, tub, jug, gum.
6. Bull, book, look, took, cook, nook, rook, pull, full.

REVIEW.

1. How many short vowels are there?
2. How do the short vowels differ from the long vowels?
3. Give the sounds of the six short vowels followed by the consonant *t*.
4. Give the signs by which they are represented.
5. How do the signs of the short vowels differ from those of the long vowels?
6. What are the *names* of the short vowels?
7. Give six words illustrating the powers of the short vowels.
8. What is the position of a first-place short vowel between two consonants? A second-place short vowel? A third-place short vowel?

CHAPTER V.

DIPHTHONGS.

45. The double vowels, or diphthongs, heard in the words *ice*, *owl*, *boy*, are represented by small angular marks, \bar{u} in *due* by a small curve, and the triphthong *wi*, as heard in *wife*, by a small right angle; thus,

I \vee | *my*. OW \wedge | *now*. OI \nearrow | *oil*.
 U \smile | *new*. WI \perp | *wide*.

46. The pen must not be lifted in writing any of these diphthongs. In vocalizing words, \bar{i} , *ow*, and *wi* are written in the first, second, or third place as may be convenient; \bar{u} is written in the third position, and *oi* in the first.

47. In writing Exercise 11, the pupil should blend each diphthong with the consonant against which it is placed. If this be done, the words will be easily recognized; thus,

\swarrow $\bar{b}\bar{i}$ (*by* or *buy*), \vee $\bar{t}\bar{h}\bar{i}$ (*thigh*), \swarrow $\bar{b}\bar{o}\bar{w}$ (*bough*)
 \wedge | *owt* (*out*), \swarrow $\bar{p}\bar{u}$ (*per*), \smile $\bar{u}\bar{r}$ (*year*), \perp | *wid*
 (*wide*), \swarrow $\bar{b}\bar{o}\bar{i}$ (*boy*), \nearrow | $\bar{t}\bar{o}\bar{i}$ (*toy*).

48. Learners sometimes confuse the diphthong $\begin{smallmatrix} \vee \\ | \\ \text{ĩ} \end{smallmatrix}$ with the short vowel $\begin{smallmatrix} | \\ | \\ \text{ĩ} \end{smallmatrix}$, and the diphthong $\begin{smallmatrix} \wedge \\ | \\ \text{ũ} \end{smallmatrix}$ with the short vowel $\begin{smallmatrix} - \\ | \\ \text{ũ} \end{smallmatrix}$, and $\begin{smallmatrix} \wedge \\ | \\ \text{ow} \end{smallmatrix}$ with the long vowel $\begin{smallmatrix} - \\ | \\ \text{oh} \end{smallmatrix}$. Contrast the following pairs of words:—

$\begin{smallmatrix} \vee \\ | \end{smallmatrix}$ bite, $\begin{smallmatrix} \vee \\ | \end{smallmatrix}$ bit; $\begin{smallmatrix} \wedge \\ | \end{smallmatrix}$ right, $\begin{smallmatrix} \wedge \\ | \end{smallmatrix}$ writ; $\begin{smallmatrix} \vee \\ | \end{smallmatrix}$ chide, $\begin{smallmatrix} \vee \\ | \end{smallmatrix}$ chid;
 $\begin{smallmatrix} \wedge \\ | \end{smallmatrix}$ duke, $\begin{smallmatrix} \wedge \\ | \end{smallmatrix}$ duck; $\begin{smallmatrix} \wedge \\ | \end{smallmatrix}$ use, $\begin{smallmatrix} \wedge \\ | \end{smallmatrix}$ us; $\begin{smallmatrix} \wedge \\ | \end{smallmatrix}$ now, $\begin{smallmatrix} \wedge \\ | \end{smallmatrix}$ know.

EXERCISE 11.



EXERCISE 12.

1. Bite, fire, enbe, now, voyage, buy, coy, wife, duke, lie.
2. Tube, write, vowel, fury, cow, toil, cure, boil.
3. Your, oil, mighty, few, review, gout, rye, boy, dupe.
4. Thou, loud, like, thigh, mew, pie, pouch, out, view.
5. Tithe, tunic, beguile, lure, mutiny, assume.
6. Failure, feud, curacy, cubic, juicy, duly, piracy.

GRAMMALOGUES.

49. With two exceptions, (*and*, *he*,) every frequently occurring word in the English language, such as *a*, *the*, *of*, *to*, is expressed in Phonography by one of its letters. These words are called Grammalogues, or letter-words, and the shorthand signs that represent them are called Logograms or word-letters. Thus, each word in line 1 is represented by the shorthand letter or vowel under it in line 2, which letter or vowel forms part of the word when written in full, as in line 3.

- | | | | | | | | |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|
| 1. Grammalogues. | <i>Of</i> , | <i>in</i> , | <i>be</i> , | <i>it</i> , | <i>no</i> , | <i>me</i> , | <i>them</i> . |
| 2. Logograms. | ʌ | u | b | i | n | m | th |
| 3. Words in full. | Of | in | be | it | no | me | them |

50. Grammalogues are generally written on the line. Sometimes they are written above or through the line, as in the words *in*, *our*. The following are some of the most frequently occurring Grammalogues; they should be committed to memory by copying them several times. The words marked (¹) are written *above* the line; words marked (³) *through* the line; the others rest on the line. *And* and *should* are written upward, and *who* downward.

· <i>a</i> or <i>an</i> (¹)	ʌ <i>have</i>	¹ <i>ou</i> (¹)	u <i>thing</i>
ʌ <i>all</i> (¹)	i <i>he</i>	³ <i>our</i> (³)	(<i>think</i>
⁄ <i>and</i> (¹)	h <i>him</i>	⁄ <i>put</i> (³)	<i>to</i>
⁄ <i>are</i>	v <i>I</i> (¹)	ʌ <i>shall</i>) <i>was</i>
ʌ <i>be</i>	u <i>in</i> (¹)	⁄ <i>should</i>	/ <i>which</i>
i <i>but</i>	i <i>it</i>	· <i>the</i>	⁄ <i>who</i>
— <i>can</i> (¹)	u <i>me</i> (¹)	(<i>them</i>	u <i>you</i>
— <i>give</i> or <i>given</i>	u <i>of</i> (¹)		

REVIEW.

1. How many diphthongs are there ?
2. Give their sounds.
3. How may *ī*, *oi*, and *wi* be written as to place ?
4. State the position for *oi* and *ī*.
5. What is a grammalogue ? Give some examples.
6. How are logograms generally written ?
7. In what directions are the logograms *and*, *who*, and *should* written ?
8. Give examples of logograms written above, on, and through the line.

CHAPTER VI.

ADDITIONAL SIGN FOR *S* AND *Z*.

51. *S* (together with its heavy sound *z*, for which *s* is generally written) is the most frequent letter in the English language with one exception, (*r*). In Phonography *s* is represented, in addition to the stroke *),* by a small circle [o], which is very convenient for joining one letter to another. When joined to straight letters, it is written on the right side of downstrokes, and on the upper side of horizontal and upstrokes; thus,

sp, *st,* *sch,* *sk,* *sr,* *ksk;*

ps, *ts,* *chs,* *ks,* *rs,* *tst.*

By means of this circle *s*, three letters can be written nearly as quickly as two.











52. When the circle *s* is joined to curves, it is written inside the curve; as, *sf,* *fs,* *ss,* *ms,* *ns,* *sl,* *ls,* *ssh,* *shs,* *sms,* *msm,* *tsl,* *msv,* *fst,* *msn,* *nsn,* *fsk,* *tsn.*

EXERCISE 16.











1. sk, sf, sl, sd, sth, sg, sm, sw, sn, st, sr, sng, ssh, sj.
2. ks, ch s, fs, ms, js, hs (up), sh s, vs, ys, gs, rs, ss, ts, th s.
3. sks, sbs, sfs, sds, sms, psch, ch sn, msk, nsng.
4. (Large circle ss) nsst, snss, bluss, kluss, knss, pssv.

VOCALIZATION OF WORDS CONTAINING CIRCLE S OR Z.





55. The circle *s* cannot be vocalized, that is, vowels cannot be written to it. Vowels are invariably written and read according to their position to the consonant against which they are placed, and not with reference to the circle; thus,




up, at, ought, age, oak, aim, ill, pay, may, ray,




















sup, sat, sought, sage, soak, same, sill, pace, mace, race.






The circle *s* at the beginning of a word is always read first, and at the end of a word last; thus,  *sack*, [not *ask*];  *pays*,  *speaks*,  *makes*.




56. The STROKE *s* or *z* is used—





(a) When *s* is the only consonant in a word, as  *saw*,  *see*; and in derivatives, as  *saw-mill*.

(b) When a word begins with a vowel immediately followed by *s*, as  *ask*,  *espy*,  *assume*,  *acid*,  *asleep*.




(c) When a word ends with a vowel immediately preceded by *s* or *z*, as  *mercy*,  *busy*,  *lazy*.


(d) When initial *s* is followed by two vowels, as  *Siam*,  *science*,  *sciatica*; or when final *s* is preceded by two vowels in different positions; as  *joyous*,  *tortuous*. [See 57 (c.)]





(e) When a word begins with *z*, as  *zero*,  *zeal*,  *zigzag*.









(f) When a word begins with *s*, followed by a vowel and *s* or *z*; as  *cease*,  *society*,  *saucer*,  *season*.

57. The CIRCLE *s* is used—

(a) When *s* begins a word, and only one vowel occurs between it and the next stroke consonant; as,  *soap*,  *said*,  *sum*.

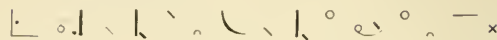
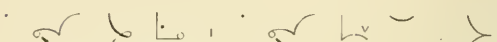
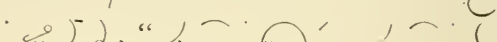
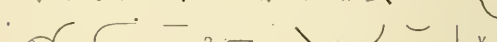
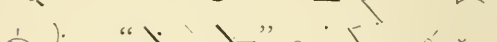
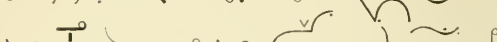
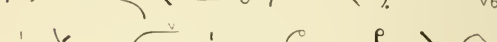

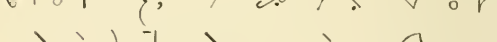
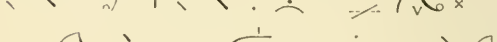

(b) When *s* or *z* occurs medially; as  *cash*,  *misery*.

(c) When *s* or *z* ends a word, and only one vowel occurs between it and the preceding consonant; as  *days*,  *joys* [contrast  *joys* with  *joyous*].

58. The large circle represents *ss* or *sz* only when MEDIAL or FINAL. This large circle may be supposed to contain the second-place short vowel, and thus to represent *ses*, *sez*, *zes*, or *zez*; thus:  (*ses*) *necessity*;  (*sez*) *passes*;  (*zes*) *possessive*;  (*zez*) *causes*. Other vowels may be expressed by placing the vowel-sign within the circle; thus,  *exist* (*ekzist*),  *exhaust*,  *exercise*,  *census*.

EXERCISE 17.

Grammalogues *as, has*; *o is, his.*

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 

EXERCISE 18.







1. Soap, soup, spy, stay, stow, seed, sawed, siege, sage.
2. Sake, seek, safe, sieve, soothe, size, Sam, psalm, sown.
3. Sign, soon, snow, sale, soul, seal, slow, slew, soar, sear.
4. Oaks, gaze, goose, face, *thaws*, shows, alms, mace.
5. Neighs, nose, niece, awls, lace, laws, ears, rose, race.
6. Opposite, upset, opossum, passage, pacify, beset.
7. Beseech, besom, task, tacit, extensive, dusty, design.
8. Dismay, chasten, cask, excite, oxide, oxen, gasp, gusty.
9. Physic, vista, visit, inside, answer, music, wasp, hasp.
10. Ask, Esk, ash, espy, Ezra, essence, fussy, mercy.
11. Paces, races, faces, chases, necessity, science, assizes.











REVIEW.




1. On which side of a straight stroke is the circle *s* written?
2. On which side of curves?
3. How is the circle *s* written between two straight strokes?
4. How between curves?
5. When a vowel is written before a straight stroke beginning with the circle *s*, which is read first?
6. When is the stroke *s* employed? Enumerate the cases.
7. When is the stroke *z* employed?
8. When is the circle *s* employed initially? When finally?
9. What is the limitation to the use of the large circle *ss*?
10. What grammalogues are represented by the circle *s*?




CHAPTER VII.





ST AND STR LOOPS, AND SW CIRCLE.



59. The frequently occurring combinations *st* initial, and *st* and *zd* final, are represented by a loop made one-half the length of the stroke to which it is attached. It is written on the right side of straight strokes, above horizontals, and on the inside of curves, in the same way as the circle *s*; thus,  *st-p*,  *p-st* or *p-zd*;  *st-t*,  *t-st* or *t-zd*;  *st-f*,  *f-st* or *f-zd*.







60. As with the circle *s*, the loop *st* when written at the beginning of a word is always read first, and at the end of a word last. A vowel cannot be placed to the *st* loop, but must be written and read with reference to the stroke against which it is placed; thus,  *aid*,  *staid*,  *pay*,  *paste*,  *cost*,  *caused*,  *amassed*,  *amazed*,  *raced* or *ruised*,  *enticed*.


61. The loop *st* is employed medially when convenient; thus,  *testify*,  *justify*,  *restry*.

62. A large final loop, extending two-thirds of the length of the stroke to which it is attached, and written on the same side of the consonant as the circle *s* and the loop *st*, represents *str*; thus,  *pastor*,  *master*,  *monster*. This loop is not used INITIALLY, but may be used MEDIALLY.








63. *S* may be added to a final loop, or to the large circle *es*, by continuing the stroke of the loop or circle; thus,  *lists*,  *dusters*,  *gamesters*,  *exercises*.

64. The *st* loop is generally used initially when a word commences with *st* followed by a vowel and one or more consonants; as,  *steel*,  *stupid*.










































































65. A vowel cannot be read before an initial circle or loop, or after a final circle or loop; thus,  *pasty* [not ],  *musty* [not ],  *honest*,  *honesty*. (See also paragraph 55.)

66. The loop *st* cannot be used if a vowel occurs between *s* and *t*; thus,  *satire*.

INITIAL "SW" CIRCLE (named *sway*).

67. The double consonant *sw*, when occurring initially, is represented by a LARGE circle on the same side of consonants as the circle *s*; thus,  *sweep*,  *sweet*,  *swim*,  *sware*,  *soirée*. *Sir*, not joined to another consonant, is written  as  *sway*.


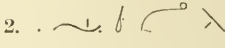
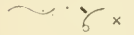

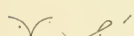
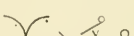


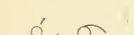
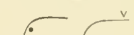
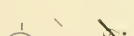



EXERCISE 19.

1.  *steam*  *mist* or *missed*     
2.          
3.         
4.          
5.          
6.         
7.         
8.         

EXERCISE 20.

1. Steam, step, steep, stoop, stab, statue, statute, staid.
2. Stitch, stag, stake, stock, staff, stiff, stave, stem.
3. Stall, stool, stare, store, steen, starry, story.
4. Best, boast, taste, dust, chest, jest, laeod, faced.
5. Coast, ghost, kissed, feast, vast, lost, most, must.
6. Nests, vests, lasts, rests ; boaster, jester, muster.
7. Foster, duster, lustre, roaster ; pastors, masters.
8. Swore, swell, swelling, swathe, swig, swoop, switch.

EXERCISE 21.

1.  2. 
3.  4. 
5.  6. 
7.  8. 
9.  10. 
11.  12. 
13.  14. 

REVIEW.

1. How is the loop *st* written?
2. When may the loop *st* be written in the middle of a word? Give some examples.
3. How is *str* represented? Is the *str* loop used initially?
4. How may a final *s* be added to these loops?
5. How is initial *str* represented?
6. How is *str* written when not joined to another consonant?
7. Write some words illustrating the rule that a vowel cannot be read before an initial, or after a final circle, or loop.
8. Give several words in which the *str* circle is employed.







CHAPTER VIII.

R AND L HOOKS.







68. The Liquids *r* and *l* are often found following and closely united or blended with other letters, forming a consonantal diphthong; as in the words *brow*, *plough*, *drink*, *glare*, *fry*, *fly*, *double*, *maker*, etc. In pronouncing these words, the combination of the *r* or *l* with the preceding consonant is uttered by a single effort of the organs of speech. These consonant combinations are represented in Phonography by adding an initial hook to the simple letters to indicate their union with a following *r* or *l*.



INITIAL HOOK ADDING *R* AND *L* TO STRAIGHT LETTERS.

69. A small hook prefixed to the LEFT side of descending straight consonants, and UNDER horizontal ones, adds *r*; thus,

					
pr, br;	tr, dr;	chr, jr;		kr, gr.	

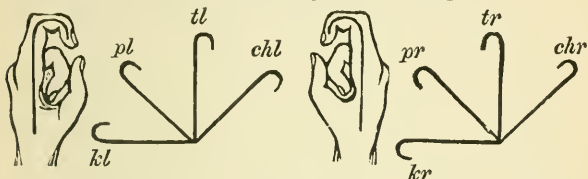
70. A small hook prefixed to the RIGHT side of straight descending consonants, and to the UPPER side of horizontal ones, adds *l*; thus,

					
pl, bl;	tl, dl;	chl, jl;		kl, gl.	

71. These hooked letters should be considered as syllables, and named accordingly; thus,  should be called *per* as heard at the end of *paper*, and not *pee ar*, which is written .

72. The following mnemonic aids will be useful for remembering the *pr* and *pl* series of consonants.

73. If the *Left* hand be held up, with the first finger bent, the outline of *tl* will be seen; and if the *Right* hand be held up, in the same way, the outline of *tr* will be seen. By turning the hand round to the following positions, all the straight double consonants of the *pl* and *pr* series will be formed by the first finger.



74. As an additional mnemonic, it may be observed that a circle may be struck by turning the hand to the *Right*, as the hands of a watch move; or, in the opposite direction, by turning the hand to the *Left*. Circles and hooks may accordingly be described as "right" or "left." It will be noticed that the motion which makes a "right" circle, forms the *r* hook, and the motion that makes a "left" circle forms the *l* hook. The hook is turned to the *Right* for *r*, and to the *Left* for *l*.

75. These double consonants are vocalized like the single ones; thus, *pray*, *apply*, *utter*, *tree*; and are used initially, medially, and finally; as, *plead*, *prairie*, *replica*, *library*, *ripple*.

76. The letter *r* is not hooked for *rr* or *rl*, as the characters *—* and *—* are employed for *w* and *y*.

77. The *pr* and *pl* series of consonants are generally employed as follows:—

(a) Initially in words that contain no vowel between the two consonants; as, *pray*, *play*.

(b) Medially and finally when they make a syllable; as, *ri-der-less*, *pa-per*, *bea-dle*.

78. In writing the following exercise, call the combinations by their single names, and the words will then be easily recognized ; thus, \searrow *per-eh* (*pray*), $_$ *ee-gel* (*eagle*).

EXERCISE 22.

1. \searrow *pray*, \searrow *pry*, \searrow *brew*, \upharpoonright *adder*, $_$ *eager*, \searrow *play*.

2. \upharpoonright \upharpoonright \upharpoonright \upharpoonright $_$ \searrow \searrow \searrow \searrow

3. \searrow \searrow \searrow \searrow \searrow \searrow \searrow \searrow \searrow

4. \searrow \searrow \searrow \searrow \searrow \searrow \searrow \searrow \searrow

5. \searrow \searrow \searrow \searrow \searrow \searrow \searrow \searrow \searrow

EXERCISE 23.

1. Prow, upper, tray, eider, dry, drew, pauper, knocker.
2. Apple, plea, people, pupil, brew, breath, broom, bring.
3. Fibre, robber, blow, table, double, battle, fiddle.
4. Uncle, clean, pickle, globe, bugle, Peter, crumble.
5. Grass, adder, drop, leader, preacher.
6. Trap, block, beggar, oblige, bless, butter, prison.

INITIAL HOOK ADDING *R* AND *L* TO CURVES.

79. As a CURVE cannot receive a hook on both sides of the stroke (for such characters as \searrow could not be written accurately and quickly), and as the *r* compounds are much more frequent than the *l* compounds, a small hook prefixed to a CURVE on the only available side (the inside) adds *r* ; thus,

\searrow *r*, (*th*, $_$ *m*, $_$ *n*,

when written with a small initial hook, become

\searrow *fr*, (*thr*, $_$ *mr*, $_$ *nr*.








80. The sign \smile following this rule would represent the sound *ng-r*, as in *singer*. There are, however, so few words in which *ng* is followed by *r*, that this hooked outline is used to represent the frequently occurring sounds of *ng-gr* and *ng-kr*, as heard in \smile *finger*, \smile *linger*, \smile *monger*, \smile *banker*, \smile *tinker*, \smile *clinker*. *Singer* and *wringer* must be written in full, thus, \smile \smile







81. As the stroke *s* hooked thus \smile , is not required for *sr*, (the circle *s* joined to the upward or downward *r* \smile \smile *sr* being more serviceable), and as the downward *r*, hooked for *rr* \smile would be almost useless, the two forms \smile \smile are used for *fr*, *thr*, and their heavy strokes \smile \smile for *vr*, *thr*, as EXTRA SIGNS. The consonant \smile is not hooked for *r* or *l*. The following curves are hooked for *r* :—

\smile \smile () () \smile \smile
fr, vr ; thr, thr ; shr, zhr.



































































\smile *mr*, \smile *nr*, \smile *ng-gr or ng-kr.*

82. The duplicate forms \smile \smile \smile \smile () () are used thus :—In words that contain no other consonant stroke, the left curves \smile \smile ((are used when a vowel precedes ; as, \smile *offer*, \smile *ether*, \smile *every*, \smile *affray* ; and the right curves \smile \smile)) are employed when no vowel precedes ; as, \smile *fry*, \smile *throw*, \smile *through*. When another consonant comes before or after, select that form of *fr*, *vr*, *thr*, *thr*, which is most convenient for joining ; as, \smile *diver*, \smile *rover*, \smile *Frank*, \smile *gather*.

If both forms are equally convenient,   should be preferred, as agreeing with the *R* series of STRAIGHT letters ; thus,  *proffer*,  *plover*,  *tether*,  *bother*,  *Arthur*.

83. *L* is added to the CURVED letters *f*, *r*, *sh*, *m*, *n*, by a LARGE initial hook ; thus,  *buffle*,  *evil*,  *commercial*,  *initial*,  *camel*,  *funnel*.

EXERCISE 24.

1.  *author*,  *throw*,  *three*,  *free*,  *offer*.
2.        
3.        
4.         
5.         
6.         
7.         
8.         

EXERCISE 25.

1. Flap, trifle, either, other, through, fry, flame, Friday.
2. Finger, banker, hopeful, dinner, flock, funnel, banner.
3. Manner, thrust, other, frame, favor, leather, Arthur.
4. Mother, father, brother, evil, freak, fluency, friar.
5. Fisher, adverse, eternity, burglar, bugler, winner.
6. Arrival, rather, rightful, loafer, owners.

EXERCISE 26.

GRAMMALOGUES call, care, dear, for,
from, mere, more, near, nor,
their or there, very.

1 7,

1 v - - - 1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

1 7, 2 7,

3 7, 4 7,

EXERCISE 27.








1. The calmer a river appears, the deeper it is said to flow.
2. Honor thy father and mother; love thy brother and neighbor.
3. The Holy Bible should be your teacher; apply to it for true wisdom.
4. Try to speak the truth I pray you, and do no evil.
5. After the labor of the day, gather pleasure from leisure.











REVIEW.











1. Give examples of words containing a double consonant formed by the combination of *r* or *l* with the preceding letter.
2. How are these combinations represented?
3. By what means is the pupil assisted in remembering these hooks?
4. In what cases are the *pr*, *pl* series used?
5. What does a small hook prefixed to a curved letter represent?
6. Write the two forms of *fr*, *vr*, *thr*, *thr*.
7. When should the *fr*, *vr*, *thr*, *thr*, right-hand curves be used, and when the left-hand curves?
8. What does a large hook prefixed to a curve represent?
9. How are the double consonants *pl*, *pr*, etc., to be named?

CHAPTER IX.

IRREGULAR DOUBLE CONSONANTS.

	Name.	Power.		Name.	Power.
WH	^{up}  <i>whay</i> as in <i>where</i>		LR	^{down}  <i>ler</i> as in <i>feeler</i>	
KW	 <i>kway</i> " <i>quick</i>		WL	^{up}  <i>wel</i> " <i>wail</i>	
GW	 <i>gway</i> " <i>anguish</i>		WHL	^{up}  <i>whel</i> " <i>whale</i>	
MP	 <i>emp</i> " <i>empire</i>				
MB					

84. The double letters, except *wl* and *whl* are vocalized like the *pl* and *pr* series of consonants; thus,  *weh*,  *quail*,  *acquire*,  *trump*,  *anguor*,  *embalm*,  *feelers*. The double consonant  when hooked becomes *npr* or *nbr*; as,  *hamper*,  *slumber*.












85. Vowels placed to *wl* and *whl* are read before or after the  ^{only} *l*; thus,  *well*,  *wail*,  *wcal*,  *wealthy*,  *woolly*,  *while*,  *whale*,  *whelp*. If a vowel occurs before the *w*, write the full outline; thus,  *awhile*.









EXERCISE 28.








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











- Whisk, qualm, anguish, lamp, ambush [*sh* down].
- Feeler, well, wall, wool, woolly, while, wheel, Willie.
- Whether, quick, damp, nailer, equip, wile.



CIRCLES AND LOOPS PRECEDING A HOOK.




86. *S* is joined to hooked consonants thus,  *supply*,  *settle*,  *saddle*,  *sickle*,  *suffer*,  *civil*,  *summer*,  *sinner*,  *passover*,  *peaceful*,  *decipher*.





87. From the *pr* series of STRAIGHT double consonants, a series of treble consonants is formed by making the hook into a circle ; thus,  *spr*,  *sbr* ;  *str*,  *sdr* ;  *skr*,  *sgr*. [The forms   not being required in this series are used for *h*.]

88. The treble consonants are used initially thus,  *spray*,  *supreme*,  *straw*,  *strike*,  *setter*,  *scrape*,  *seeker*.

89. When one of the *l* or *r* hooked letters follows the circle *s* medially, the hook is shown thus,  *extra*,  *reciter*,  *lisper*,  *whisper*,  *explode*,  *registry* ; but when FOLLOWING A STRAIGHT STROKE IN THE SAME DIRECTION, it is not necessary to show the *r* hook ; thus,  *prosper*,  *corkscrew*. In some cases the hook may be omitted ; thus,  *sub-*
scribe,  *superscribe*. When the hook cannot clearly be shown, write the separate letters ; thus,  *sensible*, [not  *sensible*.]

90. After *t* and *d*, the circle is written on the right side to express *skr*, *sgr* ; thus,  *tasker*,  *disgrace*.

91. The *st* loop may be prefixed to the initial *pr* series of letters ; thus,  *stopper*,  *stutter*,  *stoker*.

92. *SW* is prefixed to the *pr* series thus,  *sweeper*,  *sweeter*,  *switcher*,  *swagger*.

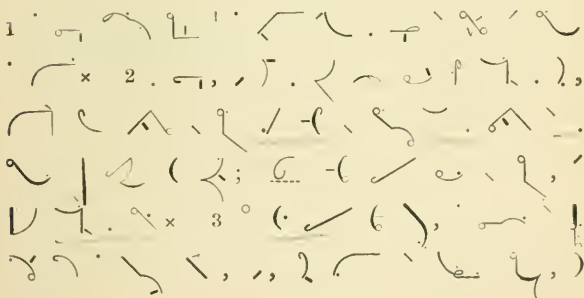
EXERCISE 29.



EXERCISE 30.

1. Supper, sapper, Cyprus, sprinkle, springe, sobriety.
2. Stress, strange, distrust, struggle, stripe, strong, cider.
3. Screw, scrap, scrimmage, scribble, scraper, scrivener.
4. Supply, sable, sidle, suffer, sooner, squabble, squall.
5. Possibly, squib, squire, sober, saddler, designer.
6. Sacred, scream, scrub, scruple, square, cipher, sinner.

EXERCISE 31.



EXERCISE 31 (*continued.*)

REVIEW.

1. Give a list of the irregular double consonants, and write words in which they occur, vocalizing the examples.
2. How is *s* joined to a hooked consonant, initially and medially?
3. Give the series of treble consonants formed by the addition of *s* to the *pr* series of straight double consonants, and the rules for their employment.
4. How are the *l* or *r* hooked letters written when following the circle *s* medially?
5. How is *sw* prefixed to the *pr* series? Give examples.
6. Give examples of the *st* loop prefixed to the *pr* series of letters.

CHAPTER X.

N AND F HOOKS.

93. *N* following a STRAIGHT letter is expressed by a small final hook on the LEFT-HAND side of a down-stroke, and on the UNDER side of a horizontal or up-stroke ; thus,

↘ *pain*, ⌋ *tone*, ⌋ *chain*, ↗ *cane*, ↗ *turn*, ↗ *win*.

94. The *n* hook is written on the INSIDE of all CURVES ; thus, ↗ *shine*, ↗ *feign*, ↗ *lean*, ↗ *known*, ↗ *mine*.

95. *F* or *v*, following a STRAIGHT letter, is expressed by a small hook on the RIGHT HAND side of a downstroke, and on the UPPER side of a horizontal or upstroke ; thus, ↘ *pf*, ⌋ *tf*, ⌋ *chf*, ↘ *kf*, ↘ *rf*, ↘ *hf* ; as in ↘ *pu^{ff}*, ⌋ *tough*, ↘ *proof*, ↘ *turf*, ⌋ *active*, ⌋ *native*, ⌋ *motive*, ↘ *lithograph*. (There is no *f* or *v* hook to curves.)









96. The *n* and *f* hooks can be used medially, provided a good angle is obtained ; thus, ↗ *French*, ↗ *profit*, ↗ *fancy*, ⌋ *agent*, ↘ *ransom*, ⌋ *David*, ↘ *chiefly*, ↘ *travel*, ↘ *graphic*, ↘ *divine*.

97. *shl*, *shn*, when written upward ; and *ln*, when written downward, must never stand ALONE, for it might be supposed that *sh* had been written downward, and

upward. These letters are distinct when joined to others; as, *shilling*, *official*, *partial*.

98. A final hook should be used only when it represents the last sound in a word; as, *men*, *cough*; but when a word ends with *n* or *f* followed by a vowel, these consonants must be written by the stroke letters; thus, *many*, *coffee*.

EXERCISE 32.


1.           
2.           
3.           
4.           
5.           
6.           
7.           










EXERCISE 33.





1. Pain, plain, pun, blown, brain, deign, train.
2. Tone, chin, bean, crown, cone, join, cane, grain, glean.
3. Fine, vine, even, thine, nine, ocean, lane.
4. Puff, proof, beef, brief, bluff, rough, trough, deaf.
5. Chafe, chaff, calf, cough, cave, cliff, grief, grave, reef.
6. Hoof, huff, waif, turf, tariff, drive, derive, roof.
7. Bone, bony; spoon, spoony; puff, puffy; Jane, Jenny.
8. Cone, coney; gun, agony; fan, Fanny; vain, avenue.
9. Man, many, manna, money; rave, review; rain, rainy.
10. Bull, bevy; nine, ninny; pansy, irony, renew.







CIRCLE S ADDED TO N AND F HOOKS.


99. *S* or *z* is added to the final hook of a straight letter thus,









pus, tus, chus, kus, rus, wus, hus; pfs, tfs, chfs, kfs, rfs, wfs, hfs;

as in  *puins*,  *tones*,  *chains*,  *coins*,  *once*,
 *puffs*,  *dores*,  *coughs*,  *waves*.

100. The *ns* circle enlarged, becomes *usez*; thus,
 *tenses*,  *dances*,  *chances*,  *glances*.

101. *S* is added to the *n* hook after a curve, by making a small circle or loop inside the hook; thus,  *feigus*,
 *veins*,  *mines*,  *nouns*,  *lunes*,  *earns*.*

102. Between two consonants the circle represents *s* only; thus,  is not *pns-m* but *p-s-m*.


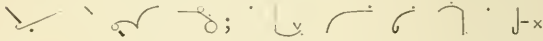
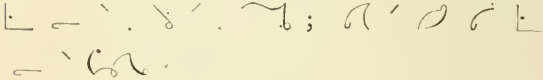


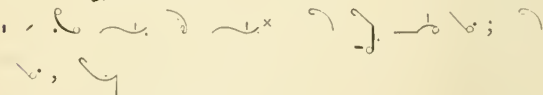
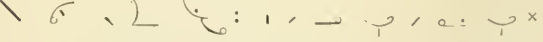
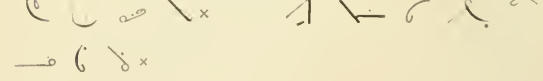
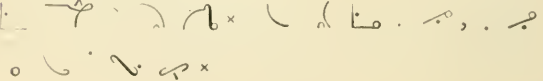
103. The *st*, *str* loops may be combined with the final *n* hook after straight letters; thus,  *bounced*,  *chanced*,
 *cleansed*,  *against*,  *punster*,  *punsters*,
 *spinsters*.

* The two methods of writing a final *NS* after a CURVED consonant are utilized thus:—When the sound is *ENZ* use the hook *n*; and when the sound is *ENS* (*anse*, *ense*, *inse*; or *ance*, *ence*, *ince*) use the stroke *n*; thus, write *fans*, *finis*, *vans*, *man's*, *thanes*, *Athens*, *assigns*, *shuns*, *Romans*, *men's*, *moans*, *moons*, *mines*, *rouns*, *pronouns*, with the hook *n* and a small circle at the end of it; and write *fence*, *affiance*, *Vince*, *l'ance*, *thence*, *essence*, *omniscience*, *mince*, *immense*, *romance*, *pronounce*, *permanence*, with the stroke *n* followed by the circle *s*. The only exception to this rule is, the upward *l* AFTER ANOTHER CONSONANT, which is written with a hook and *s* either for *ens* or *enz*.

EXERCISE 34.

1. Pence, beans, tunes, plains, spoons, brains, blains.
2. Fines, feigns, means, nouns, lanes, lines, earns.
3. Doves, chiefs, cuffs, calves, caves, gloves, waves, serves.
4. Pounces, prances, bounces, dances, chances, glances.
5. Instances, distances, trances, cleanses, princes.
6. Lances, offences, balances, romances, excellences.
7. Danced, chanced, pounced, dispensed, spinster.

EXERCISE 35.









- 1 
- 2 
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- 5 
- 6 
- 7 
- 8 
- 9 


REVIEW.












1. How is the letter *n* expressed when it ends a word ?
2. How is *s* or *z* added to the *n* hook ?
3. What does a double-sized *ns* circle represent ?
4. How is *s* or *z* added to the *n* hook following a curve ?
5. How is *ss* written after *n* following a curve ?
6. When may the *n* hook be used medially ? Give examples.
7. How are the *st* and *str* loops combined with the *n* hook ?
8. How is a vowel after a letter with the *n* hook read ?
9. How is *f*' or *v* expressed (*a*) when following a straight letter, (*b*) when following a curve ?
10. How is *s* joined to the *f*' or *v* hook ?
11. Which form of *f*' or *v* is used when a vowel follows ?





CHAPTER XI.

-TION HOOK.

104. The termination *-tion*, also variously written *-sion*, *-cian*, *-tian*, *-sian*, which ends over 2,000 English words, is expressed in Phonography by a large final hook ; thus,  *option*,  *edition*,  *fashion*,  *mission*,  *version*,  *Persian*,  *nations*,  *additions*.

105. When *-tion* hook follows a CURVE, it is written on the INNER side, like the final *n* hook ; thus,  *vision*.

106. After a STRAIGHT letter which begins with a hook, circle, or loop, or springs from a curve, the *-tion* hook is written on the OPPOSITE side, to preserve the straightness of the letter ; thus,  *oppression*,  *suppression*,  *circulation*,  *station*,  *citation*,  *section*,  *secretion*,  *execution*,  *affection*,  *selection*,  *attrition*.

107. After *t*, *d*, or *j*, not beginning with a hook, circle, or loop, the *-tion* hook is written on the RIGHT side ; thus,  *dictation*,  *rotation*,  *degradation*,  *magician*.









108. When *-tion* follows a simple straight letter, the hook is written on the side opposite to that on which





out accented vowels has no influence
 of the shun hook of the trailing consonant,
 preceded by an S circle or initial hook or
 springs from a curved stroke.










109-113










"-TION" HOOK.

55






the vowel (or accented vowel, if there is more than one) occurs; thus,  *passion*,  *option*,  *occasion*,
 *action*,  *diction*,  *education*,  *operation*,
 *portion*. This shows where the vowel, if omitted,
 is to be read.

109. When two distinct vowel signs occur immediately before *-tion*, write *sh* and the hook *n*; thus  *valuation*,  *extenuation*,  *tuition*,  *situation*.

110. The *-tion* hook is used medially, as  *addi-*
tional,  *dictionary*,  *auctioneer*,  *cautionary*,
 *actionary*,  *actionable*,  *fashionable*,
 *affectionate*,  *optional*.

111. When *-tion* follows the circle *s* or *ns*, it is expressed by continuing the circle on the other side of the consonant; thus,  *possession*,  *position*,  *decision*,
 *physician*,  *accession*,  *acquisition*,
 *authorization*,  *dispensation*,  *transition*.

112. This back hook is vocalized thus :—With downstrokes, write the vowel-sign on the left, or BEFORE the hook, for a second-place vowel; and on the right, or AFTER it, for a third-place vowel. With horizontal and upstrokes write it ABOVE for a second-place vowel, and BELOW for a third-place vowel. The first-place vowel, *ah* or *ä*, does not occur in any English word between *s* and the syllable *-tion*.

113. The circle *s* may be added to this hook; thus,  *positions*,  *suppositions*,  *musicians*; and the hook may be used medially; thus,  *positional*,
 *transitional*.

EXERCISE 37.

1. Fashion, mission, motion, notion, nation, oration, lotion, evasion, vision, fusion, elation, solution, delusion, donation, mention, invasion, dimension, nomination, invention, pension, relation, cremation, salvation, evolution, infusion, collision, veneration, provision, pollution, ammunition, reservation, intimation, revelation

2. Suppression, attrition, Grecian, abrasion, suction, equation, accretion, secretion, expression, selection, location, faction, fiction, vocation, vacation, approbation, illustration, emigration; addition, imitation, exhortation, deputation, vegetation.

3. Option, potion, passion, auction, caution, cushion, apparition, education, diction, duration, Egyptian, implication, aberration, apportion, coercion.

4. Evacuation, attenuation, intuition; missionary, optional, visionary, illusionary, occasional, educational, sectional: passions, stations, relations, occupations, explanations, gradations, divisions.

5. Possession, precision, procession, requisition, disquisition, inquisition, incision, authorization, sensation, evangelization, cessation, transition; suppositions, accusations, pulsations; positional, transitional.

REVIEW.

1. How is the termination *-tion* expressed?
2. How is the *-tion* hook written when following a curve?
3. How after a straight letter beginning with a hook, circle or loop, or springing from a curve?
4. How is the *-tion* hook written after *t*, *d*, or *j*?
5. How is the hook written in other cases?
6. How is *-tion* written when two vowel signs occur before it? Write *accutuation*.
7. Give examples of the *-tion* hook used medially.
8. How is *-tion* expressed when following the circle *s* or *us*?
9. How far can this hook be vocalized?

CHAPTER XII.

THE ASPIRATE.

114. *H* is represented in Phonography in four ways:—
 (a) stroke *h*, written downward, (b) a tick (an abbreviation of the downward *h*); (c) stroke *h*, written upward; and (d) a dot; thus,

115. (a) By the character *h* written downward, in words containing no other consonant than *h*; as, *h* *hay*, *h*^v *high*, and when *h* is followed by *k* or *g*; as *h* *hawk*, *h* *hag*.

116. (b) By a Tick slanting downward to the left (a contraction of *h* by writing only the lower half of the sign) before upward *l*, downward *r*, stroke *s*, *z*, and *m*, *mp*; thus, *h* *hall*, *h* *hail*, *h* *heel*, *h* *hill*, *h* *whole*, *h* *howl*; *h* *here*, *h* *her*, *h* *hair*, *h* *hoar*, *h* *horse*; *h* *hiss*, *h* *haze*, *h* *ham*, *h* *hem*, *h* *hymn*, *h* *hemp*. It is written thus, *h* *hl*, *h* *hm*; [not *h* *hl*, *h* *hm*.]

117. (c) By the character *h* written upward, when followed by all other consonants, and also when followed by *l* and *r* with a vowel following; as, *h* *hope*, *h* *haughty*, *h* *hatch*, *h* *heavy*, *h* *heathen*, *h* *honey*, *h* *Henry*; *h* *hallow*, *h* *holly*, *h* *holy*; *h* *Harry*, *h* *Horace*, *h* *haggle*, *h* *Hooker*.

118. (d) By a Dot before the vowel sign; thus, *h* *happy*, *h* *had*, *h* *hath*, *h* *uphill*, *h* *perhaps*, *h* *manhood*, *h* *handy*.

119. The stroke *h*, when following another consonant, must be so joined that the upward *h* cannot be read as *sr*, nor the downward *h* as *sch*; as, *h* *abhor*, [not *h* *abhor*,] *h* *Mayhew*, [not *h* *Mayhew*.] The ex-

amples given in the foot-note* show how to join *h* to every other consonant.

120. The four curved consonants before which the tick *h* is used are the four consonants in the word *SMALLER*; and the fact that the downward \nearrow *h* is made *SMALLER*, that is reduced to a tick, before any one of these four consonants, forms a useful aid to memory.

121. The tick *h* is also used before a hooked letter when it is convenient; as, \swarrow *hyperbola*, \searrow *Hebrew*, \uparrow *hydra*, \nearrow *hedger*, \rangle *hither*.

122. The tick *h* is always read *FIRST*, like the circle *s* in \swarrow *Saul*, $_$ *sack*; and the hook in \swarrow *wall*, \hookrightarrow *well*, \hookleftarrow *while*.

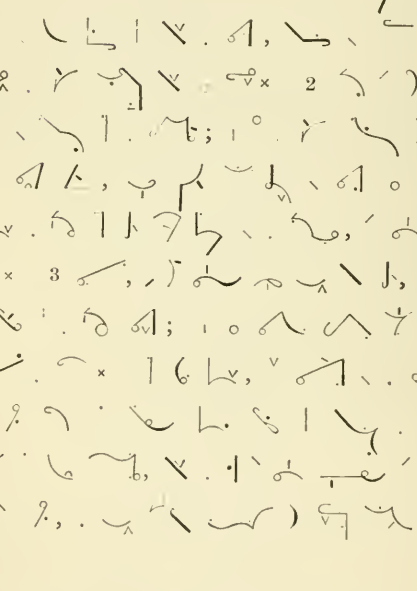
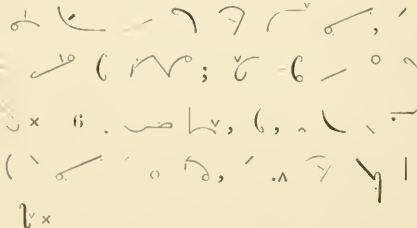

123. The dot aspirate cannot be used before a vowel not followed by a consonant; thus \swarrow is *Appii* (Acts 28. 15), not *Ap-hy*.

124. The dot *h* is only employed in a few words of frequent occurrence—(a) where it may afterwards be safely omitted and the word treated as a grammalogue, and (b) in some long words in order to give a briefer outline.

* \swarrow \searrow \nearrow \nwarrow \swarrow \searrow \nearrow \nwarrow
 upheave, Tahiti, Fitzhugh, adhere, dishearten, Jehu, Jehovah,
 \swarrow \searrow \nearrow \nwarrow \swarrow \searrow \nearrow \nwarrow
 Fohi, Thabash (*Genesis* 22. 24), Sihor (the Nile), Soho, Sahara, Sheehy,
 \swarrow \searrow \nearrow \nwarrow \swarrow \searrow \nearrow \nwarrow
 Mohawk, enhance, Nehemiah, Elihu, rehearse, racehorse, Rehun (*Ezra*
 \swarrow \searrow \nearrow \nwarrow \swarrow \searrow \nearrow \nwarrow
 4. 8), Aarhuus (in Denmark), weigh-house, warehouse, Yahoo, heigh-ho!

In the example *Fitzhugh*, the circle *s* and the circle of the upward *h* make a large circle, which cannot be mistaken for *flssr*, in which the *ss* circle would be written on the other side of *t*. *S* and *sh*, preceding *h*, are written with the circle of the *h* inside the curve because the combinations *s, s, ch*; *sh, s, ch*; do not occur in English.

EXERCISE 38.

1 ° 



EXERCISE 39.

Downward II.—Ha ! Hague, hock, hoax, haggis, huckster, hexagon, hookah, hackney.

Tick II.—Ham, homily, hymn, hull, hump, horn, hare, hire, hirer, horse, hemp, Hymen, horror, hiss, hurl, hailstone, helm, hearty, hasty, harvest, harbor, hilarity, wholesale, hemlock.

Upward II.—Heed, hoop, hide, hatch, hung, hush, heavy, Hannah, hamper, haddock, hazel, ahead, haggie, hardy, hawker, hammer, hunger, hobble, Hindoo, hustle, husk, hearth, harrow, hurry, Harry, hero, horizon, horrify, holly.

Dot II.—Happen, happy, happily, happiness, perhaps, uphill, heaven, handy, apprehend.

Medial II.—Behave, behcad, upheave, outhouse, adhesion, adhesive, Jehovah (up), Jehoiakim (down), coffee-house, overhaul, Nahash, rehearse, Yahoo, Sahara, cohere, cohesion, warehouse.

















REVIEW.











1. How is the Aspirate represented in Phonography ?
2. Give the rules for the employment of the different forms of *h*.
3. What rule must be observed when *h* follows another consonant ?
4. Name the consonants before which the downward *h* is reduced to a tick.
5. When is the dot *h* employed ?









CHAPTER XIII.









UPWARD AND DOWNWARD *R* AND *L*.

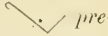






125. The following rules for the employment of the upward and downward forms of *r*, and the upward and downward direction of *l* have been deferred to the present chapter, because they were not necessary to the student in the initial stages of his study. The pupil should thoroughly master the rules for *r* before turning to those for *l*:—








126. INITIAL *R*.—When *r* is the first or only consonant in a word, it is written downward if a vowel precedes and upward if a vowel does not precede ; thus,  *air*,  *arrow*,  *ray* ;  *airs*,  *rose*,  *rise* ;  *earn*,  *arraign*,  *reign*,  *run* ;  *orations*,  *rations* ;  *earl*,  *error*,  *rock*,  *rule*.

127. When *r* precedes *t*, *d*, *ch*, *j*, *th*, *kl*, *gl*, write the upward *r* ; thus,  *irritation*,  *aridity*,  *arch*,  *earth*,  *orthography*,  *oracle*,  *argal* ; and in  *ornamental*. Outlines like  *earth*,  *oracle*, impede the writer.





128. When *r* is circled or looped initially, it is written upward if a vowel follows, and downward if a vowel does not follow ; thus,  *sorry*,  *Sir* ;  *series*,  *serious*,  *source* ;  *story*,  *star* ;  *stern*.




129. FINAL *R*, in short words, is written downward, if it ends a word, and upward if a vowel follows ; thus,  *Tory* ;  *fear*,  *fury* ;  *pure*,  *perry* ;  *car*,  *carry* ;  *jury*.

130. When a word has two descending strokes before the final *r*, the upward *r* is generally used ; as  *pre-*
pare,  *debar*,  *juirer*,  *Shakspeare*. Write
EITHER *r*, irrespective of vowels, rather than an awk-
ward outline ; thus,  [not ] *officer*,  *answer*.






131. The upward *r* is always written after a single
straight upstroke (*r*, *w*, *wh*, *y*, *h*) ; as in  *rare*,
 *yore*,  *wore*,  *where*. The UPWARD *rn*, final,
is generally more convenient than the downward one ;
thus,  *born*,  *turn*,  *morn*.








132. INITIAL *L* is always written up, except






(a) When preceded by a vowel and followed by a
horizontal letter not hooked initially ; as,  *alike*,
 *elm*,  *alone*,  *almoner*.








(b) When preceding *se*, *su*, *sug*, as  *illusive*,
 *lesson*,  *Lessing*. In these cases it is written
downward.

133. FINAL *L* is always written down :

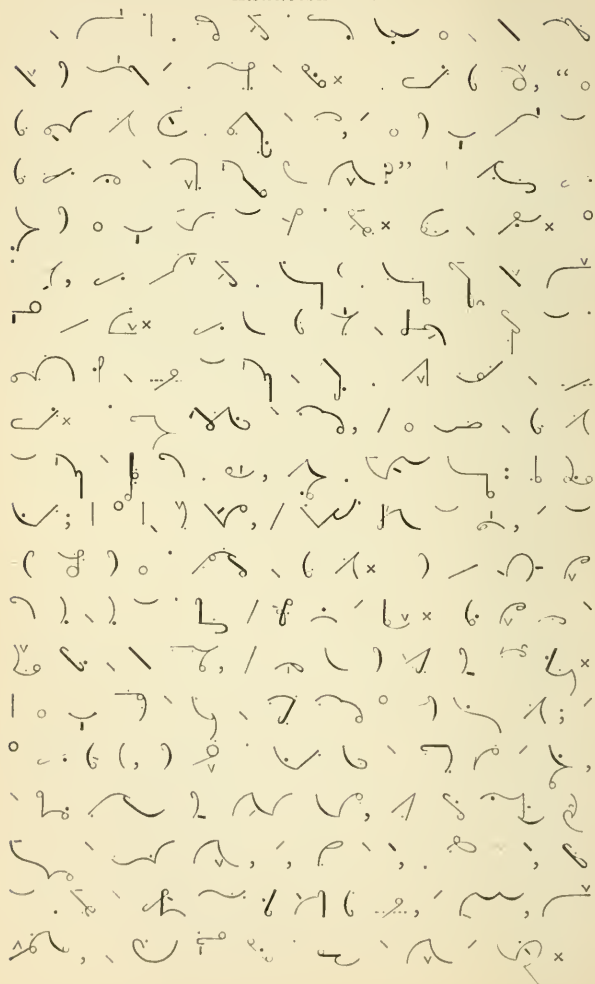
(a) After *n*, *ng*, *ns*, *ngs*, *fs*, *rs*, *ths* ; as  *annual*,
 *strongly*,  *counsel*,  *vessel*,  *thistle*.

(b) After the straight upstrokes *r*, *w*, *wh*, *y*, *h* ; and
after *f*, *v*, *sk*, *kw*, *skw*, if no vowel follows ; as,  *roll*,
 *Yale*,  *Howell*,  *fool*,  *vale*,  *skill*,  *quail*.

(c) After a straight downstroke, if two vowel-signs
come between ; as,  *towel*,  *duel*,  *trial*. In other
cases it is written upward ; as,  *Paul*,  *yellow*.

134. FINAL *LR* can be used where a final downward *l*
would be written ; as  *fowler*,  *kneeler*,
 *peninsular*,  *roller*,  *scholar*,  *queller*.
When a strongly-sounded vowel comes between *l* and *r*,
write the two letters, as  *failure*.

EXERCISE 40.



EXERCISE 41.

Initial R.—Row, wry, raw, roan, rough, rice, rcuse, rage, rich; oars, ears, Arran, urban, Irish, arrear, orrery, aurora, orb, arisen, arm; arise, arose, aura, arouse, erase; rob, robin, Arab; room, aroma; rogue, argue; range, arrange; rival, arrival; aright, arsenic, wrath, irritation. Sore, Sarah; sores, series; sire; stare, store, starry; arrest; stern, siren.

Final R.—Pair, Peru; bar, bury, bureau; tar, tarry, tyro; core, carry, curry; gore, gory; fair, fire, fiery; four, foray; share, shore, sherry; mar, mare, moor, marrow; inure, narrow, Nero; lore, lair, Laura, lory; debar, aspire, transpire, trampler; roar, rear; were, weir; tarn, torn, borne, cairn, return.

Initial L.—Less, else, eels, lees; lack, alack, Alick; lame, elm; Lennie, Ellen; lamb, Alma, lane, Allan; location, allocation; leg, Olga; alcove, alkali, election, elocution, eliminate, alchemy, almanac, almoner, Elgin.

Final L.—Feel, folly; vale, valley; avowal, value; roll, rule, rely, rally, only, feeler, ruler; Powell, towel, dial, dual, duel, fuel.

Miscellaneous.—Apple, pall, plea, peel, pray, prow, power, brow, bower, able, bale, tray, claw, coal, free, fear, flaw, fall, Luna, Luke, rubric, ruminant, rust, rustle, leather, leaven, eleven, nasal, muscle, employer, silver, slavery, oppressor, molar, timbrel, vessel, downhill, ruthless, ruddy, Priscilla, rosemary, legatee, lesson, Alps, levee, level, liberal, instal, extol, litany, Latin, lancers, ear-ache, tureen, retire, retrench, rigor, ridicule, repose.

REVIEW.

1. When should an initial *r* be written upward, and when downward? Mention the exceptions.
2. When *r* is circled or looped initially, how is it written? Write *sere*, *Sarah*; *sour*, *Surrey*.
3. When is final *r* written upward, and when downward?
4. When *rn* is final, which form should be used?
5. When is initial *l* written upward, and when downward?
6. After what letters is final *l* written either upward or downward, according as it is or is not followed by a vowel?
7. After what letters is *l* always written downward?
8. When may final *lr* be used?

CHAPTER XIV.

THE HALVING PRINCIPLE.

135. (A) A single thin consonant, standing by itself, and made one-half its usual length, indicates the addition of *t*; and a thick consonant, standing by itself, when halved, expresses the addition of *d*; thus, \backslash *p*, \backslash *pt*; \backslash *b*, \backslash *bd*; \backslash *f*, \backslash *ft*; \frown *m*, \frown *mt*; \cup *rd*; $_$ *kt*.

136. A vowel BEFORE a half-sized consonant is read before both letters; as, \frown *oft*, $_$ *act*, \backslash *ebbed*.

137. A vowel AFTER a half-sized consonant is read next to the PRIMARY letter; thus, \backslash *pay*, \backslash *pate*; $\overset{v}{|}$ *tie*, $\overset{v}{|}$ *tight*; \frown *may*, \frown *mate*; $\overset{v}{|}$ *die*, $\overset{v}{|}$ *died*; \cup *view*, \cup *viewed*; \frown *oft*; \cup *void*; \cup *east*; \cup *wit*. $_$ \cup would not be $_ \cup$ *guilty*, $\cup \cup$ *faulty*, but *gilit faulit*.

138. (B) The FOUR HALF-LENGTH CURVES \frown *mt*, \cup *nt*, \frown *lt*, \cup *rt*, are thickened to express *d*; thus, \frown *md*, \cup *nd*, \frown *ld* [written downward], \cup *rd*; as in \frown *mate*, \frown *made*, \frown *aimed*, \frown *mode*, \cup *tempt*, \cup *deemed*, \cup *sent*, \cup *send*, \cup *felt*, \cup *filled*, \cup *heart*, \cup *hard*, \cup *moored*.

139. The letters \frown *md*, \cup *nd*, may be used when a vowel either precedes or follows *m* or *n*; as \frown *aimed*, \frown *mode*, \frown *amid*, \cup *owned*, \cup *nod*, \cup *annoyed*; but \frown *ld*, \cup *rd*, are used only when the two consonants succeed each other without a vowel between; as, \cup *fold*, \cup *paired*. When a vowel comes between *l d* or *r d*, the single letters should be written; as, \cup *laid*, \cup *followed*, \cup *parried*, \cup *read*, \cup *corrode*.

140. *Lt* is written upward; as, \cup *bolt*, except after *n*, *w*, *kw*, when it is written downward; as, \cup *knel*, \cup *dwell*, \cup *quilt*.

141. The consonants \smile *ng*, \frown *mp*, \frown *lr*, cannot be halved for the addition of *t* or *d*, the half-length signs being assigned to \smile *nd*, \frown *md*, \frown *ld*; but \frown *mpn* may be halved to add *t* or *d*; as, \frown *impnd*, \frown *impn'd*; and \smile *ngr* and \frown *mpr* may be halved; as, \smile *ang'erd* or *anchored*, \frown *hamper'd*, \frown *slumber'd*.

142. Words of one syllable containing only one consonant, hooked or circled initially, follow the rule that by halving a thin consonant *t* is added, and that by halving a thick consonant *d* is added; thus, \frown *plate*, \frown *blud*, \frown *prate*, \frown *braid*, \frown *soaked*, \frown *sobbed*.

143. (C) EITHER *t* OR *d* IS ADDED BY HALVING :—

(a) In words of one syllable when the letter ends with a hook, or with a circle formed on a hook; as, \frown *pint* or *pined*; \downarrow *tint* or *tinned*; \downarrow *tents* or *tends*; \downarrow *dint* or *dinned*; \smile *rent* or *rend*; \frown *mount* or *mound*; \frown *rent* or *rend*; \downarrow *Trent* or *trend*; \frown *plant* or *planned*.

(b) Generally in words of more than one syllable; as, \frown *offered*, \frown *uttered*, \frown *seated*, \frown *suit'd*, \frown *stat'd*, \frown *rapid*, \frown *rabbit*, *rabid*, \frown *tepid*, \frown *colored*, \frown *ventured*, \frown *forward*, [\frown *wd* contraction for *-ward*], \frown *determine*, \frown *between*, \frown *alphabet*, \frown *occasioned*, \frown *disappoint*, \frown *despond*, \frown *distant*, \frown *destined*, \frown *detach*, \frown *debate*, \frown *trader*, \frown *free-trade*.

144. (D) CIRCLE *S*, at the end of a half-sized character, is ALWAYS read last: that is AFTER the *t* or *d* added by halving; thus, \frown *pat*, \frown *pats* (not *past*), \frown *pants* (not *paust*). The following examples show the steps from the primary character to the half-length with *s* added :—

\diagdown	\frown	\frown	\frown	\frown	\frown
<i>pay</i>	<i>pain</i>	<i>blown</i>	<i>tough</i>	<i>chin</i>	<i>frown</i>
\frown	\frown	\frown	\frown	\frown	\frown
<i>pate</i>	<i>paint</i>	<i>blend</i>	<i>tuft</i>	<i>chant</i>	<i>front</i>
\frown	\frown	\frown	\frown	\frown	\frown
<i>pates</i>	<i>paints</i>	<i>blends</i>	<i>tufts</i>	<i>chants</i>	<i>fronts</i>

THE PAST TENSE ENDING IN *T* OR *D*.

145. Verbs ending in *t* or *d*, are written thus, *t chat*, *chatted*; *n nod* *noddled*; *p part*, *parted*, [not *parted*,] etc.

146. Verbs written by a half-length letter ending with a hook are written thus, *s paint*, *painted*, *s print*, *printed*, *s plant*, (to preserve the straightness of the stroke) *planted*, *p stint*, *stinted*, *s acquaint*, *acquainted*, *s grant*, *granted*, *s rented*.

JUNCTION OF HALF-LENGTH STROKES.

147. Two half-length strokes, or two strokes of unequal length, must not be joined together UNLESS THEY MAKE AN ANGLE; thus, *t cht* must not be joined to *t cht* for *chit-chat*; nor *— k* to *kt* in *tactics*, nor *— m* to *— nt* for *minute*. Take the pen off, or write the simple consonants; thus, *chit-chat*, *pr p t* [not *pr pt*], *propped*, *tactics*, *minute*. In *ford*, *named*, etc., the junction being evident, is allowed.

148. To avoid long strokes like *dtd*, *tdd*, *drdd*, write the half-length *t* or *d* at the side; thus, *edited*, *tided*, *dictetic*, *dreaded*, *situated*.

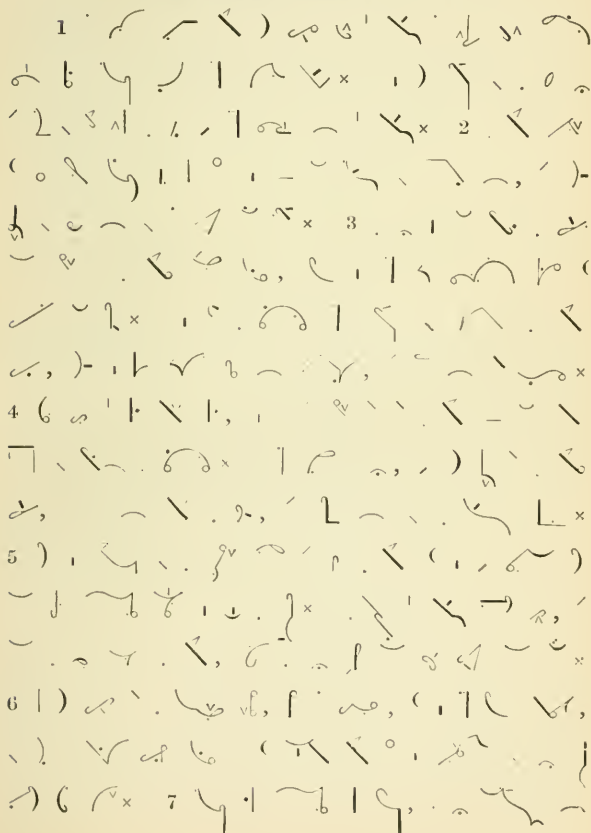
149. *II half-length*.—Write the upward *h* in words that contain *h* halved with or without final *s* or *n* hook; as, *h hat*, *h hats*, *h heat*, *h hunt*, *h Hunts*.

150. After the *-tion* hook, the stroke *st* may be written upward when it cannot be written downward; thus, *circursionist*, *liberationist*, *salvationist*.

151. The half-length *r* [*r*] should never be written alone, nor with *s* only [*s*] added. In rapid writing, when vowels are generally omitted, *r* *rt* would be confused with the logograms for *and*, *should*. Write *r* [not *r*] *rate*, *r* [not *r*] *write*, *r* [not *r*] *writes*.

EXERCISE 42.

Grammalogues cannot, great, not, short,
 that, without, told, could,
 call, (called), toward, first.



EXERCISE 42—(continued).



EXERCISE 43.

(A) Pit, pate, pet, bed, bead, obeyed; taught, added; etched, edged; ached, caught, guide; evade; thought; east, eased; shot; meat; ant, neat; light, alight; wait, yet; heat; quote; pots, eats, nets; God, gaudy; eat, Kitty; mote, motto; dado, date; loft, lofty; abode, body; weight, weighty.

(B) Ailed, peeled, appalled, fold; mode, amid; swooned, send, sound, hand; hard, heard; middle, palmed, bard, beard, absurd; prate, plot; abroad, blade; treat, trite, straight, dread; secret, glide; fruit, flight, threat; plight, spite, split.

(C) Pant, paint, splint, proved, bend, abound, blind, brand: Trent, count; fount, fountain; mount, mountain; lent, land: raft, rend, served; waved, cushioned; pack, packed; live, lived; kept, moved, robbed, patent, tickets, torrent, peopled, invent, parent, ordered, assembled; beautiful, arithmetic, indicate, backward, forward, Edward.

(D) Drifts, accounts, friends, winds, proves, brands, lands,
mounts, finds, prints, pants, blinds, faints, minds.

Hand, handy; end, ended; need, needy; sport, sported; patted, pitted; appetite; start, started; coated; refuted, melted, included, pocketed; piped, popped, bribed, judged, effect, cooked, afflict, licked, select, looked, quaked, reared; card, named, discord; attitude, situated, dreaded, illustrated, obtruded; hot, hate, hit; fashionist, liberationist; wrought, rot, rat.

REVIEW.

1. What consonants are halved for *t* only, and what for *d* only?
2. How is a vowel read before a half-sized letter? How after?
3. How is the addition of *t* and *d* to *m, n, l, r*, represented?
4. When may a thin letter be halved to express *d*?
5. When may a thick letter be halved to express *t*?
6. Under what circumstances may a full size and a half size consonant not be joined?
7. Illustrate the rule by writing *cooked, midnight, fact, liked*.

72 TABLE OF SINGLE AND DOUBLE CONSONANTS.

		<i>L hook.</i>	<i>R hook.</i>	<i>N hook.</i>	<i>F and V hook.</i>	<i>Half length.</i>
P	\	pl \	pr \	pn \	pf \	pt \
B	\	bl \	br \	bn \	bf \	bd \
T		tl	tr	tn	tf	tt
D		dl	dr	dn	df	dd
CH	/	chl /	chr /	chn /	chf /	cht
J	/	jl /	jr /	jn /	jf /	jd /
K	—	kl —	kr —	kn —	kf —	kt
G	—	gl —	gr —	gn —	gf —	gd —
F	\	fl \	fr \	fn \	ft
V	\	vl \	vr \	vn \	vd \
TH	(.....	thr (thn (....	tht (
TH	(.....	thr (thn (....	thd (
S)	sn)	st)
Z	o)	zn)	zd)
SH	/	shl ^{up,down})	shr ^{down})	shn ^{down up})	sht
ZH	/	zhr)	zhn)	zhd)
M	—	ml —	mr —	mn —	{ mt) md)
N	—	nl —	nr —	nn —	{ nt) nd)
NG	—	ng ^r —
L	/	ln ^{up, down})	{ lt) ld ^{down})
R	/ _{up}	rn ^{up})	rf)	rt /
R	\	rn)	rt \
W	/	wn)	wf)	wt /
Y	/	yn)	yf)	yt /
H	/	hn)	hf)	ht /

CHAPTER XV.

W AND Y SERIES OF DIPHTHONGS.

W and Y prefixed to the six simple vowels, both long and short.

152. When *w* or *y* is followed by a vowel, a diphthong is formed, which is represented by a sign in the same position as the simple vowel; thus, $\overset{\cdot}{|}$ *ah*, with *w* becomes ϵ *wah*, and with *y* \smile *yah*; *aw* with *w* becomes \supset *waw*; and so on.

W Series. ϵ *wah*, ϵ *weh*, ϵ *wee*, \supset *waw*, \supset *woh*, \supset *woo*.

Y Series. \smile *yah*, \smile *yeh*, \smile *yee*, \wedge *yaw*, \wedge *yoh*, \wedge *yoo*.

153. The same signs written LIGHT represent *w* and *y* prefixed to the SHORT vowels.

W Series. ϵ *wă*, ϵ *wě*, ϵ *wĭ*, \supset *wŏ*, \supset *wŭ*, \supset *wöŏ*.

Y Series. \smile *yă*, \smile *yě*, \smile *yĭ*, \wedge *yŏ*, \wedge *yŭ*, \wedge *yöŏ*.

It is seldom necessary to make any distinction between the light and heavy signs. The *w* signs represent the form of the mouth in pronouncing *w* or *oo*; and the *y* signs represent the shape of the mouth in pronouncing *y* or *ee*.

154. JOINED VOWEL SIGNS FOR INITIAL W.—The *w* diphthong sign ϵ may be joined to downward *l*; as, ϵ *William Wilson*; and \circ may be joined to *k*, *g*, *m*, to represent *w*; as, \circ *wake*, \circ *woke*, \circ *wig*, \circ *woman*, \circ *women*. The alphabetic form \swarrow *w*, should be used when a vowel precedes; as, \swarrow *awake*, \swarrow *awoke*.

155. JOINED INITIAL VOWELS AND DIPHTHONGS.—At the beginning of a word, the following vowels may be joined:—

aw, \circ , *oi*, *ow*, before *l*; as \swarrow *awl*, \swarrow *alteration*, \swarrow *oil*, \swarrow *owl*;

wa and *wö*, before *k*, upward *r*, *tr*, *chr*, *shr*; as, \circ *walk*, \swarrow *war*, γ *water*, γ *watcher*, γ *washer*;

\imath before *t*, *p*, *f*, *th*, *s*, *sh*, downward *r*; as, \swarrow *idle*, γ *identify*, \swarrow *ibis*, \swarrow *iry*, γ *ice*, \swarrow *ire*;

wi before *f* and *t*, as \swarrow *wife*, γ or γ *white*, γ *wide*, \swarrow *widely*.

156. The logogram \circ *aw* (*all*) may be joined in the compound words \swarrow *Almighty*, \circ *always*, \swarrow *already*, \circ *almost*, γ *although*, \circ *all-wise*.

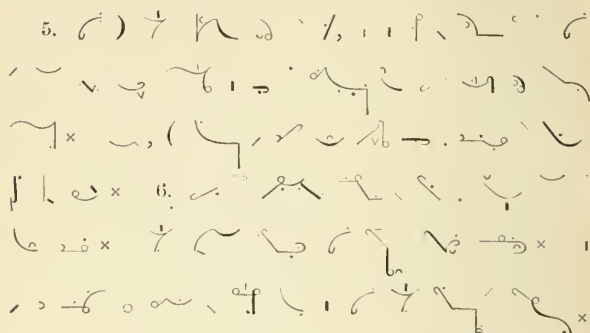
157. JOINED FINAL VOWELS.—When a word ends with *p*, *b*, *t*, *d*, *th*, *s*, *n*, the diphthongs \imath , *ow*, may be joined; as, \swarrow *pew*, γ *virtue*, γ *due*, γ *Matther*, γ *issue*, \circ *new* (a part of the diphthong being written), \swarrow *sinew*, \swarrow *how*, \swarrow *about*, γ *doubt*, \circ *now* (part of the diphthong); and $\bar{\imath}$ may be joined to *n*; as \circ *nigh*.

EXERCISE 44.

Grammalogues [^] *with*, [^] *when*, [^] *what*, [^] *would*, [^] *beyond*.

1. [^] *with*, [^] *when*, [^] *what*, [^] *would*, [^] *beyond*.
2. [^] *with*, [^] *when*, [^] *what*, [^] *would*, [^] *beyond*.
3. [^] *with*, [^] *when*, [^] *what*, [^] *would*, [^] *beyond*.
4. [^] *with*, [^] *when*, [^] *what*, [^] *would*, [^] *beyond*.

EXERCISE 44—(continued).



EXERCISE 45.

1. Twelve, twenty, wish, word, railway, frequent, Asia, India.
2. Associate, association, year, yearly, yard, period, folio, ratio.
3. Password, patriot, fuchsia, recreation, variation, various.
4. Superior, cameo, glorious, piteous, fume, alien, year.
5. Week, wax, wake, walk, Wilkinson, Wigan, woman, walker.
6. Alternative, water, icy, iron, eyes, Irish, item, ivory, icicle.
7. Almost, already, tont, tissue, brow, endue, endow, dispute.

REVIEW.

1. Write the signs for *wah*, *wch*, *wce*, *waw*, *woh*, *woo* ; *yah*, *yeh*, *yee*, *yaw*, *yoh*, *yoo*.
2. In what positions are these signs written ?
3. To what consonants may the *w* diphthong be joined ?
4. What vowels may be joined initially to consonants ?
5. What vowels may be joined finally to consonants ?
6. Give examples of joined initial and final vowels.

CHAPTER XVI.

VOCALIZATION OF THE *PL* AND *PR* SERIES OF CONSONANTS.

158. The *pl* and *pr* series may sometimes be used to obtain a good consonant outline, even although an accented vowel comes between the two consonants. In such a case the LONG vowels *ah*, *eh*, *ee*, BETWEEN the two letters, may be expressed by a small circle BEFORE or ABOVE the consonant-stroke; thus, *dear*, *careless*; and the SHORT vowels *a*, *e*, *i*, by a small circle placed AFTER or UNDER the consonant; as, *tell*, *till*, *parcel*, *Charles*, *term*, *third*, *gardener*.

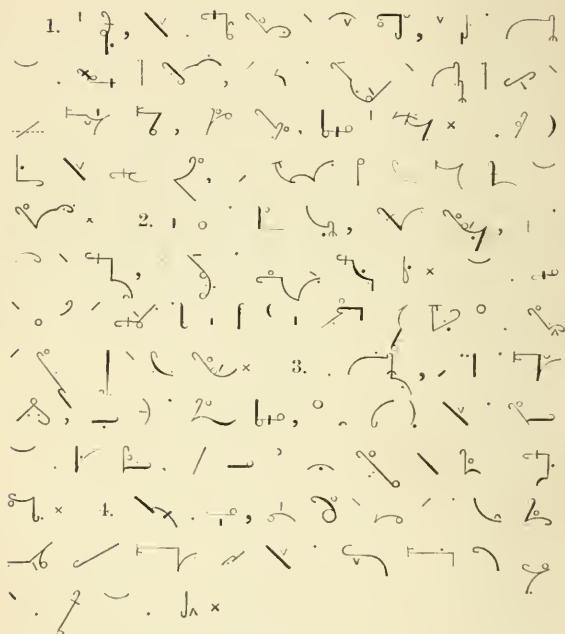
159. In cases where it is inconvenient to observe this rule, the circle may be written on EITHER side, for either a LONG or a SHORT vowel; thus, *regard*, *engineer*.

160. A stroke vowel is struck THROUGH the consonant; thus, *court*, *cold*, *school*, *record*, *soldier*.

161. When a first-place vowel occurs between an initial hook or circle and the character to which the hook or circle is added, the vowel-sign may be written at the BEGINNING of the consonant; and, in like manner, when a third-place vowel occurs between a final hook or circle and the preceding consonant, the vowel-sign may be written at the END of the consonant; as, *child*, *dormouse*, *quality*, *figuration*, *figures*.

162. It is seldom necessary to vocalize the *pl* and *pr* series to mark an unaccented vowel; thus, *per-*
mit, *vocal*; but accented vowels should be inserted; thus, *perrêrt*, *pérvert*.

EXERCISE 46.



EXERCISE 47.

1. Cheer, guard, verse, target, term, charm, jerk, germ, German, garland, shirk, parley, garment, percolate, barley, pilgrim, terminus, challenge, perfection, perverse, deliver, parlor, telegram, perchance, martyr, darling, person, delicate, carnal (*kr-nl*).

2. Churl, journey, shorten (*shr-tu*), moral (*mr-l*), courage, curtail, colony, corruption, coldness, portray, tolerate, torment, nurse, nurture (*nr-l-r*), dormitory (*dr-mt-r*), Norman, correct, collect, golden (*glb-n*), portrait (*pr-trt*), church, furnish.











REVIEW.








1. How may the long dot vowels be indicated between the two letters of the *pr* or *pl* series of consonants?
2. How are the short vowels expressed in the same case?
3. When the position of the consonants renders it inconvenient to observe this rule, how may the vowel then be written?
4. How are the stroke vowels written, when occurring between the letters of the *pr* or *pl* series of consonants?
5. When a first-place vowel occurs between an initial hook or circle and the consonant to which the hook or circle is annexed; and when a third-place vowel occurs between a final hook or circle and the preceding consonant, how may these vowels be written?

CHAPTER XVII.








DOUBLE-LENGTH PRINCIPLE.





163. A CURVED consonant written twice its usual length, expresses the addition of *tr*, *dr*, or *thr*; thus,

 letter,  shutter,  inventor,  reporter,
 centre or sender,  slaughter,  order,
 slander,  thunder,  mother.*







164. When doubled,  *ng*,  *mp*, become  *ng-ger* or *ng-ker*,  *mper* or *mber*: thus,  longer,  distemper,  Chamberlain.†


165. A STRAIGHT stroke, ending with a hook, or following another letter, when doubled, adds *tr* or *dr*; thus,









 printer,  tender,  objector,  numerator,
 evercirculator,  proprietor,  embroider.











166. The lengthening principle does not apply to an INITIAL STRAIGHT STROKE unless it ends with a hook or the circle *ns*; thus, it does not apply to  *p*,  *pl*,  *pr*,  *sp*, etc.‡







* Use the double-length *ltr*, WHEN NOT JOINED TO ANOTHER LETTER, for *ltr* only; as in *latter*, *later*, *letter*, these being very common words; and write *leader*, *older*, *leather*, etc., by *l-dr*, *l-thr*, etc.

† The hooked letters  *mper*, *mber*,  *nggr*, *ngkr*, are most convenient for verbs, because they can be readily halved for the past tense; as,  *cumber*,  *cumbered*,  *linger*,  *lingered*.

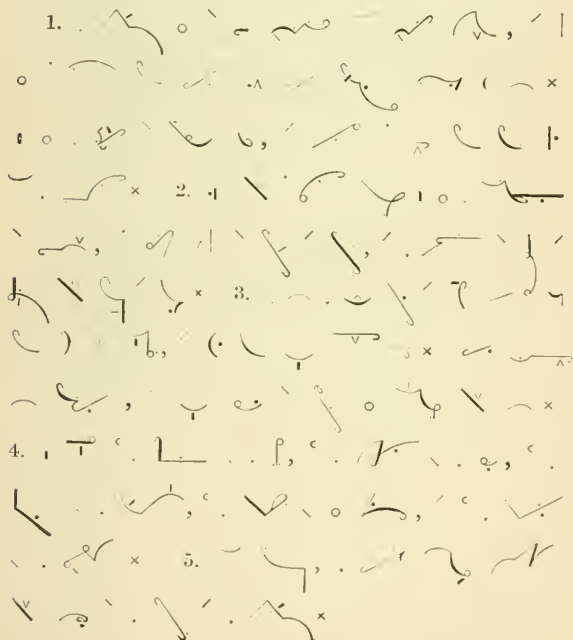
‡ A double-length STRAIGHT LETTER, ending with a hook, has thus two meanings, the alphabetic or scarce meaning, and the extra or general meaning; as,  *k-kn* and *k-ntv*. They will be distinguished by vocalization; thus:—

 *pippin*,  *pounder*,  *cocoon*,  *canter*,  *Tenlon*,  *tinder*,  *jejuné*,  *gender*.

167. When the present tense of a verb is written by a double-length stroke, write the past tense by the halving principle; thus,  *render*,  *rendered*,  *wander*,  *wandered*,  *ponder*,  *pondered*,  *tender*,  *tendered*,  *encountered*,  *sundered*.

168. The rules for the vocalization of half-length characters apply also to double-length characters; thus,  *pain*,  *paint*,  *painter*;  *fen*,  *offend*,  *offender*.

EXERCISE 48.



EXERCISE 49.

1. Enter, another, Easter, oyster, loiter, latter, alter, shatter, softer, fender, founder, offender, asunder, smatter, smother, mounter, psalter, slighter, Walter, slander, islander, fomenter, Sunderland, bewilder (*b*, upward *ldr*, vocalize with *wi*), remainder, reminder (show a slight angle between *r* and *mndr*), defender (*f* hook), wilderness, idolater, pamper, temper.

2. Ponder, pointer, planter; bender, brander; tender, attainer, tinder; chanter; gender; counter, gander, grander, grafter; ranter, rounder, rafter, winter, surrender; yonder, hinder.

3. Acceptor, captor, rector, erector, persecutor, engender, elector, discount, nectar, darter, depend, curator, counteract, detractor, Jupiter, prosecutor, vindicator, arbitrator, participator, inspector, moderator, mitigator, distributor, lubricator, litigator, liberator, deprecator, alligators, tormentor, progenitor, pretender.

REVIEW.

1. What does a curved consonant written double its length express?
2. Write *mother*, *loiter*, *murder*, *another*, *fender*, *softer*.
3. Write the words *latter*, *ladder*, *letter*, *leather*.
4. When may a straight stroke be written double-length, and what is added thereby?
5. An initial straight stroke cannot be lengthened for *tr* or *dr*, except in certain instances. Name them.
6. How is a double-length consonant vocalized? Give illustrations.

CHAPTER XVIII.

PREFIXES.

169. The prefix *con* or *com* is expressed by a light dot, written at the beginning of the word ; thus \dot{j} *contain*, $\dot{\searrow}$ *comply*. When preceded by a consonant, either in the same or the preceding word, *con-*, *com-*, *cog-*, or *cum-*, is denoted by writing the syllable or word that follows UNDER or CLOSE TO the consonant or word that precedes ; thus, \dot{l}_j *discontent*, $\dot{\mathcal{P}}$ *inconstant*, $\dot{\searrow}_6 \searrow$ *reconcilable*, $\searrow \dot{\searrow}_6 \searrow$ *irreconcilable*, $\dot{\mathcal{T}}$ *misconduct*, $\dot{\searrow}$ *unconfined*, $\dot{\mid} \searrow$ *decompose*, $\dot{l} \searrow$ *discompose*, $\dot{\mathcal{S}} \searrow$ *just completed*, $\dot{\searrow}$ *recommend*, $\dot{\searrow}$ *uncommon*, $\dot{\searrow}_v$ *recognize*, $\dot{\searrow}_v$ *circumscribed*, $\dot{\searrow}$ *circumspect*, $\dot{\mathcal{F}}$ *circumstances*, $\dot{\searrow}$ *incumbent*, $\dot{\searrow}$ *accompany*, $\dot{\searrow}$ *accomplish*.

170. *INTER* (*inter*, *intér*), *INTRO*, *ENTER* \cup as, $\dot{\searrow}$ *intervicr*, $\dot{\mathcal{L}}$ *introduction*, $\dot{\mathcal{T}}$ *internal*, $\dot{\searrow}$ *enterprise*. This prefix may generally be joined ; thus, $\dot{\mathcal{L}}_n$ *introduce*, $\dot{\searrow}$ *interrene*.

171. *MAGNA*, *MAGNI* \cup as, $\dot{\searrow}^o$ *magnanimous*, $\dot{\searrow}$ *magnify*, $\dot{\mathcal{H}}$ *magnitude*.

172. *SELF* \circ as, $\dot{\searrow}$ *selfsame*, $\dot{\mathcal{V}}$ *self-control*, $\dot{\mathcal{L}}$ *self-conscious*.

173. The prefix *in* before *spr*, *str*, *skr*, and *h*, may be expressed by a BACK HOOK ; thus, $\dot{\searrow}$ *inspiration*, $\dot{\mathcal{L}}$ *instruct*, $\dot{\searrow}$ *inscription*, $\dot{\searrow}$ *inhabit*, $\dot{\mathcal{L}}$ *inhuman*.

EXERCISE 51.

1. *Condole*, -join, -vey, -vene, -vinee, -ecit, -cede, -demn, -fess, -found, -dense, -gratulate ; *comply*, -petent, -plete, -pute, -pass, -pose, -pare, -promise, -(m)ence.

2. *Inconstant*, -siderate, -testable, -ecivable, -clusive, -junction, -sideration, -(n)ection ; *incomparable*, -patible, -petent, -plete, -prehensible, -(m)odious, -bent ; *unconfined* ; *decompose*, -position.

3. *Disco*-ⁿfit, -tinue, -(n)ect, -tent, -solate, -fort ; *misco*-ⁿceive, -jecture, -pute, -putation ; *nonco*-ⁿductor, -tent, -(m)issioned ; *reco*-ⁿcile, -sider, -pense, -pose, *irreconcilable*.

4. *Circumstantial*, -ference, -vent, -cise ; *recognizable*, -nizance ; *accompany*, -plice, -plished, -(m)odate ; *will commence*, *am content*.













5. *Interfere*, -pose, -cept, -dict, -ject, -val, -view, -cessor ; *enterprise*, -tain ; *introduce*, -duction, -mission ; *magnify*, -fie, -ficence, -loquent, -tude, -nimous ; *self-love*, -hood, respect, -righteous, -conceit ; *inspiration*, -strument, -structor, -scribe, -scrutable.











REVIEW.






1. How is the prefix *con* or *com* written, and how may it be understood when preceded by a consonant ?
2. What are the prefixes for *inter*, *magna*, *magni*, *self* ?
3. How may the prefix *in*, before the treble consonants *spr*, *str*, *skr*, and the upward or downward *h*, be expressed ?


























CHAPTER XIX.







AFFIXES.





174. ING is expressed by a light dot at the end of a word ; thus,  *eating*,  *hoping*,  *conducting*,  *mentioning* ; or by the alphabetic  ; as  *writing*,  *parting*,  *evening*. INGS is written by / or \ or by the alphabetic form  ; as,  *mornings*,  *engravings*,  *sayings*.*



175. ALITY, ILITY, ARITY, etc., are expressed by disjoining the consonant that comes immediately before *ality*, etc. ; thus,  *carnality*,  *formality*,  *venality*,  *stability*,  *barbarity*,  *singularity*,  *popularity*,  *regularity*,  *majority*,  *minorities*.

176. LY,  as  *friendly*,  *confidently*. This affix does not interfere with *-ality*. It is generally more convenient to join the *l* ; as  *goodly*,  *loosely*.

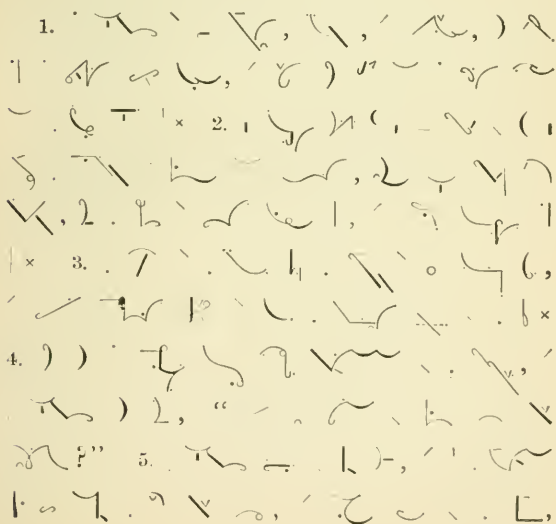
* After *p, t, ch, j, k, g, f, v*, the downward *r*, circle *us*, and *tt*, the dot *ing* is best. The stroke  *ny* is most convenient after the circle *s* ; as,  *facing* ; generally after *b, d* ; as,  *robbing*,  *reading* ; after a straight upstroke ; as,  *borrowing*,  *weighing*,  *roaring* ; after all curves except *f, v*, downward *r*, and upward *tt* ; as  *loathing*,  *assaying*,  *washing*,  *following*,  *feeling*,  *aiming*,  *annoying*,  *singing*,  *melting* ; and after the *n* or *f* hook whenever the stroke  *ny* may be joined to a sharp and easily-written angle ; as,  *printing*,  *tending*,  *counting*,  *fluting*,  *moulding*,  *paring*,  *driving*. The consonant  in this case represents the SYLLABLE *ing*, and the vowel *i* need not be written.

177. MENTAL, MENTALITY, ~ as  *instrumental* or *instrumentality*;  *instrumentalities*, ~ *fundamental*. It may be employed as a contraction for -MENT after *n*, stroke *ns*, or a hook; thus,  *imprisonment*,  *resentment*, ~ *commencement*, ~ *payment*,  *refinement*,  *achievements*.

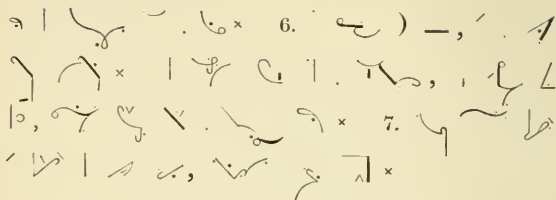
178. SELF, o as,  *thyslf*. SELVES, o as,  *themselves*. The affix may be joined in ~ *myself*, ~ *himself*,  *thyslf*, ~ *ourselves*,  *themselves*.

179. SHIP ~ as  *stewardship*. Sometimes *sh-p* is preferable to a separate *sh*; thus,  *friendship*.

EXERCISE 52.



EXERCISE 52—(continued).



EXERCISE 53.

[The dot and dash affixes for *ing*, *ings*, are denoted by italics in this Exercise. In words not thus marked, use the stroke *ing*, *ings*.]

1. *Staying*, *weeping*, *talking*, *dancing*, *catching*, *painting*, *joining*, *printing*, *swaying*, *willing*, *borrowing*, *sinning*, *composing*, *raging*, *robing*, *waving*, *presiding*, *choosing*; *facings*, *losings*, *paintings*, *plottings*, *turnings*, *windings*, *sittings*.

2. *Applicability*, *proba-*, *porta-*, *audi-*, *dura-*, *sta-*, *affa-*, *no-*, *capa-*; *brutality*, *mortality*, *familiarity*, *peculiarity*, *carnality*, *originality*, *juvenility*, *gentility*, *barbarity*, *popularity*, *secularity*, *majority*.

3. *Heavenly*, *suddenly*, *instantly*, *confidently*.

4. *Detrimental*, *sacramental*, *monumental*, *instrumentality*.

5. *Clerkship*, *hard-*, *head-*, *apprentice-*, *steward-*, *town-*.

6. Write the following words by their several consonants, instead of by the *S* affix: herself (tick *h-rs-l-f*), yourself, yourselves.

REVIEW.

1. What are the signs for the affixes *ing*, *ings*?
2. When is it most convenient to use the stroke *ing*, and when the dot?
3. Write the following words containing the *ality* or *arity* affix: — *vitality*, *fidelity*, *jocularity*, *convic-
tiality*.
4. What are the affixes for *ly*, *mental*, *mentality*, *self*, *selects*, *ship*?
5. How are the affixes *ly* and *ship* otherwise represented?

CHAPTER XX.

ADDITIONAL METHODS OF VOCALIZATION.

180. The scientific construction of Phonography renders it both a means of rapid writing (reporting) and a complete recorder of spoken sounds. It may, consequently, be employed for the representation of dialects, peculiarities of individual pronunciation, and, with slight modification, foreign languages. In fully vocalized Phonography it is, therefore, necessary to provide a convenient sign for every vowel and combination of vowels. The following methods complete the phonographic system of vocalization.

181. DISSYLLABIC DIPHTHONGS.—The short vowel *ĩ*, preceded by the six long vowels, forms a series of two-syllable diphthongs, the accent being on the first syllable. These diphthongs are represented thus:—

<i>ah-i,</i>	<i>ch-i,</i>	<i>ee-i,</i>	<i>au-i,</i>	<i>oh-i,</i>	<i>oo-i,</i>

as in *Kaiser,* *laity,* *howbeit,* *coil,* *Stoic,* *Louie.*

182. The four dissyllabic diphthongs *ch-i,* *ee-i,* *oh-i,* *oo-i,* may be used for diphthongs composed of a long vowel and ANY short unaccented vowel; thus,

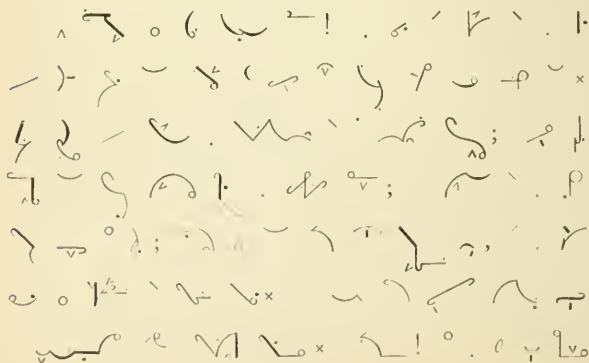
clayey, *acrate,* *bayonet,* *Beatrice,*
real, *realize,* *really,* *idea,* *ideal,*
theatre, *geological,* *museum,* *snowy,*
poet, *coalesce.* When the accent is on the second vowel use the *yah* series; as, *beatitude,* *creation,*
reality.

183. When two vowels occur in succession, not otherwise provided for, write the separate vowel signs; thus, (ˆ Leo, ˆ oasis, (ˆ) Louisa, ˆ Ohio, ˆ Messiah, ˆ Isaiah, ˆ royal, ˆ dewy.

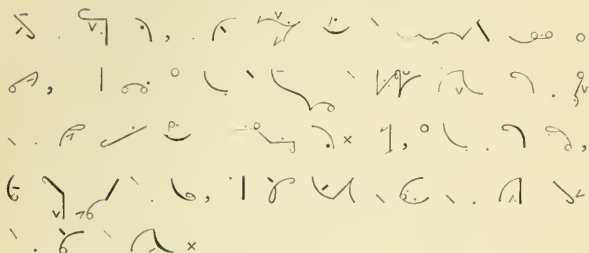
184. NOMINAL CONSONANT.—Vowels may be written without consonants by using ˆ ˆ as outlines having no specific values; thus ˆ ˆ, ˆ eh, ˆ ˆ, ˆ ah-i (yes). The stroke-vowels may be struck horizontally through the nominal consonant, as ˆ ˆ, ˆ ˆ, ˆ ˆ. The initials of Christian names should be written in longhand.

185. FOREIGN CONSONANTS AND VOWELS.—The Scotch guttural *ch*, Irish *gh*, (heard also in German, Dutch, Welsh, and other languages,) is written thus, ˆ *ch*: as in ˆ loch (Scotch, lake), ˆ Loughrea, ˆ Clogher, ˆ ich (German, I), ˆ Dach (German, roof). The Welsh *ll*, (the whispered or breath form of the English *l*, like *f* and *v*, *wh* and *w*.) by ˆ *ll*; thus, ˆ Llan. French nasal ˆ French and German vowels ˆ *jeune*, ˆ Goethe, ˆ *dû*.

EXERCISE 54.



EXERCISE 54.—(continued).



EXERCISE 55.

1. Bayonet, gayest, sayest, idea, theory, real, ruin, toil, lowest, agreeable, deist, solfaing, reality, laity, deity, snowy, orthoepy, Owen, Lewis, Judea, Chaldea, realty, beatitude, geology, geography.

2. Diary, lion, riot, violate, diamond, diameter, royalty, Ohio, biography, iodine, iota, Ionic, oology, Jeremiah.

REVIEW.

1. Give the series of dissyllabic diphthongs.
2. Write *real*, *seeing*, *being*, *theorem*, *museum*, with the dissyllabic signs.
3. When two vowels occur either before or after a single consonant, how are they written?
4. Write *diary*, *oasis*, *Owen*, *Iona*, *mower*.
5. Explain the nominal consonant, and state how the dot and stroke vowels are placed to it.
6. How is the German *ch* written? How the Welsh *ll*?

LIST OF GRAMMALOGUES.

PHONETICALLY ARRANGED.

Grammalogues marked "1" (first position) are written *above* the line.
 Those marked "3" (third position) are written *through* the line.
 Those not marked (second position) are written *on* the line.

CONSONANTS.

P	↖	happy 1; up; put 3	ks	—	because 1
pn	↘	upon	kl	—	call 1; equal-ly
pr	↖	princip ^{al} 3	kr	—	care
prt	↖	particular 1; oppor- [tunity]	krt	—	according 1
B	↖	by 1; be; to be 3	G	—	go, ago 1; give-n
bv	↘	above	gd	—	God 1; good
bn	↘	been	grt	—	great
br	↖	remember-ed, mem- [ber; number-ed 3]	F	↖	if
T		at 1; it; out 3	ft	↖	after 1
tl	↖	told	fr	↖	for
tr	↖	truth; true 3	fr	↖	from
trt	↖	toward	fn	↖	Phonography
D		had 1; do; different-ce 3	V	↖	have
dl	↖	deliver-ed-y	vr	↖	over 1; ever-y
df	↖	advantage; difficult 3	vr	↖	very; however 3
dn	↖	done; down 3	TH	(thank-ed 1; think
dr	↖	Dr 1; dear; during 3	thr)	through 3
CH	/	much 1; which; each 3	TH	(though 1; them
J	/	large 1	tht	(that 1; without
jn	↖	general	ths	(those 1; this; these, 3
jnt	↖	gentleman 1; gen- [tlemen]	thr	(other
K	—	can 1; come	thr)	their, there
kt	—	quite 1; could	thr)	therefore 3 (double length)
knt	↖	cannot 1; account	S)	so, us; see, use (noun) 3
			s	o	as, has 1; is, his

GRAMMALOGUES PHONETICALLY ARRANGED.

st	o	first	VOWELS.		
sp ^{rt}	∞	spirit	Dash	∕	and (up)
sv	∞	several	ă	·	a, an
Z)	was; use (<i>verb</i>) 3, [whose 3]	ah	·	ah !
SH	∕	shall, shalt	ě		the
sh ^{rt}	2	short 1	eh	·	eh ? aye
ZH	∕	usual	ö	∕	of
zh ^r	∕	pleasure		·	on
M	—	me, my 1; him, may	aw	∕	all
mt	—	might 1		∕	awe
ms	∞	myself 1; himself	ü	·	but
mp	—	important ^{ce} 1; im- [prove-d-ment]	oh	·	O ! oh ! owe
mr	—	more, remark-ed 1 [Mr, mere]	Dash	·	he
N	—	in, any 1; no	öö	∕	to
nt	—	not 1; nature		∕	should (up)
nd	—	hand 1; under	oo	∕	two, too
nn	∞	opinion		∕	who
nr	∞	nor 1; near	DIPHTHONGS.		
NG	—	language 1; thing	wě	·	when
L	∕	Lord	wĩ	·	with
R	∕	or 1; your; year 3	wö	·	what
r	∕	are; our 3	wöö	·	would
rd	∕	word	yö	·	beyond
W	∕	we	yöö	·	you
wn	∞	one	ī	·	l, eye
wl	∞	will	ai	·	ay (broad ai, yes)
Wh	∕	whether	ow	·	how
whl	∞	while 1	wī	·	why
Yt	∞	yet			






ALPHABETICALLY ARRANGED.

-----	A, an		dear	—	have
↘	above	f	deliver-ed-y	·	he
┐	according	— —	differen ^t _{ce}	—	him
┐	account	— —	difficult	—	himself
┐	advantage		do	—	how
—	after		Doctor	^	however
—	all	┐	done	—	I, eye
—	and (up)	—┐—	down	—	if
—	any	— —	during	—	importan ^t _{ce}
—	are	—/—	each	—	improve-d-ment
/	as, has	—	equal-ly	—	in
—	at	—	ever-y	—	is, his
—	awe	o	first	o	it
—	be	—	for	—	language
—	because	—	from	—	large
—	been	┐	general	—	Lord
—	beyond	—	gentleman	—	may
—	but	—	gentlemen	—	me, my
—	by	—	give-n	—	member
—	call	—	go, ago	—	might
—	can	—	God	—	more
—	cannot	—	good	—	Mr, mere
—	care	—	great	—	much
—	come	—	had	—	myself
—	could	—	hand	—	nature
—		—	happy	—	

ALPHABETICALLY ARRANGED.

near	short	upon
no	should (up)	us
nor	so	use (<i>verb</i>)
not	spirit	use (<i>noun</i>)
number-ed	thank-ed	usual
O! oh! owe	that	very
of	the	was
on	their, there	we
one	them	what
opinion	therefore	when
opportunity	these	whether
or	thing	which
other	think	while
our	this	who
out	those	whose
over	though	why
particular	through	will
Phonography	to	with
pleasure	to be	without
princip ^{al} _{le}	told	word
put	toward	would
quite	true	year
remark-ed	truth	yet
remember-ed	two, too	you
see	under	your
several	up	
shall, shalt		

186. In the preceding Tables, some words are printed with a hyphen, (as, *give-n*) ; or, with a double termination, (as, *important^e*). The corresponding logograms represent both *give* and *given*, *important* and *importance*.

187. A logogram (or word-letter), may be used either as a prefix or affix : thus,  *Lordship*,  *afternoon*,  *undertake*,  *hereafter*,  *indifferent*.

188. The POSITIONS of the grammalogues, ABOVE, ON, and THROUGH the line, are in general determined by their vowels ; and if a word has more than one syllable, by its accented vowel. For perpendicular and sloping strokes, standing alone, the positions are :—

1. *ah*, *aw*, *ǎ*, *ǒ*, *ī*, *oi*, *wī*, ABOVE the line.
2. *eh*, *oh*, *ě*, *ň*, ON the line.
3. *ee*, *oo*, *ǝ*, *öǝ*, *ow*, *ū*, THROUGH the line.

189. Vowel logograms, and horizontal and half-sized consonants have but two positions:—

1. *ah*, *aw*, *ǎ*, *ǒ*, *ī*, *oi*, *ay*, *wī* ; *
2. *eh*, *oh*, *ě*, *ň*, *ee*, *oo*, *ǝ*, *öǝ*, *ū*, *ow*.

190. These rules do not apply to irregular grammalogues, namely:—

1. Those of frequent occurrence, written ON THE LINE for convenience:—*advantage*, *are*, *be*, *been*, *dear*, *deliver*, *do*, *for*, *from*, *hate*, *if*, *it*, *Lord*, *Phonography*, *shall*, *think*, *upon*, *usual*, *was*, *we*, *which*, *will*, *your*.

2. Those which, in their proper position, would clash with some others:—*any*, *go*, *ago*, *in*, *me*, *more*, *much*, *number*, *O*, *over*, *particular*, *this*, *those*, *though*, *truth*, *with*.

* The sign *Any*, signifying *y's*, should be placed to the nominal consonant (par. 184), to avoid clashing with the grammalogue, *on the* (see par. 194).

191. *S* may be added to a logogram to mark the plural number or the possessive case of a noun, or the third person singular of a verb; as, — *good*, — *goods*, (*Lord*, (*Lord's*, — *come*, — *comes*, b *advantages*.

EXERCISE 56.

Every word in this Exercise, except proper names, is a Grammalogue, and all the Grammalogues in the preceding Table are introduced.

1. My dear Tom,—I shall give you my opinion on Phonography. I think it is an important improvement, and that it will be a very good thing for myself, and equally so for every gentleman who would improve himself in the nature and spirit of those things which are good and true. 2. I cannot see why more do not think of the general use and importance of it, and how much it would improve them beyond others, as it ever will improve all who have pleasure in it, and whose usual principle it is to think things out, and put them down with their hands. 3. Think how good you, too, might have been at it, if you had improved every particular opportunity that you have had during the year. It will give me much pleasure, and Oh, how very happy I shall be, to see that you do what you can to improve in your Phonography. 4. There is a great advantage in it, because if you go on with it, and do not give it up, after a short while you will have much good from it. However, you may not see the truth of this remark at first. 5. A while ago, I was told by Dr. T., Mr. J., your principal, and other gentlemen, that it was so very difficult that several of their members could not, and would on no account, go on with it. 6. I was not told whether or no these gentlemen are near Glasgow. But though one, two, or any large number may call it difficult, yet the truth is given to us that we should use it, and ever do according to it. 7. Do you think there is a difference of opinion as to how it is to be done? Eh? If we go through it with care, and do what we can, we shall see that our opinions are not so very different from each other, but, on the other hand, quite equal. 8. Ay, think upon these things, therefore, and above all, remember the language of truth as it is delivered to us in the Word of God, without which we cannot be, nor do, as we should. 9. When it is remembered that the Lord over all is He whose word to us is, "Come to Me," that to Him we owe all that we have, and that He will deliver us, we will call upon Him with awe, and thank Him by whose mere good pleasure it is that we can, under Him, go on toward every improvement.



REVIEW.

1. Give some examples in which *s* may be added to a logogram to express the plural, the third person of a verb, or the possessive case.
2. How are the positions of grammalogues generally determined ?
3. When perpendicular and sloping strokes, standing alone, are used as grammalogues, how are their positions determined ?
4. How many, and what positions have vowel logograms and horizontal consonants ?
5. Copy the Irregular Grammalogues of the 1st Class, and state why they are not written in position according to their vowels.
6. Copy the Irregular Grammalogues of the 2d Class, and state why they are irregular.







B. J. BAKER
LAWYER


CHAPTER XXII. DALLAS, TEXAS.









CONTRACTIONS.





192. Phonography has now been presented to the student in detail, as an alphabetic, or phonetic, system of writing. By means of the twenty-four consonant strokes, supplemented by a circle for the oft-recurring sound of *s*, by an elongated circle or loop of two sizes for *st* and *str*, by a hook on each side of a straight stroke at the beginning and end, by an initial and final hook on the inside of a curve, by a large final hook to straight strokes, and initially and finally to curves, by writing a letter half-length to add *t* or *d*, and by doubling its length to add *tr*, *dr*, or *thr*—the outline, or skeleton, of every word in the language may be written with marvelous brevity. As a further principle of abbreviation, the writer may, as in longhand, omit the latter part of a long word, or a medial consonant that is lightly sounded; thus,  for *probable*,  for *arbitration*.












193. The following letters may be omitted without danger to legibility:—







P between *m* and *t*; thus,  temptation,  pumped,  thumped,  stamped (from  stamp),  cramped.



P between *m* and *sh*; thus,  presumption.

T between *s* and another consonant; as,  mostly,  honestly,  post-card,  postage stamps,  lastly,  fastness,  New Testament,  testimony, etc.

K or *g* between *ng* and *t* or *sh*; as,  distinct (distingu~~kt~~),  anxious,  sanction,  distinguish.

194. TICK *THE*.—*The*, the most frequent word in the English language, may be expressed by a short slanting stroke / joined to the preceding word, and generally written downward ; thus,  in the,  for the,  by the,  of the,  with the,  to the,  as the,  is the ; but when more convenient, it is written upward ; thus,  at the,  before the,  on the. The first stroke of *on the* is made sloping to keep the sign distinct from *v I*. The tick *the* should never BEGIN a phrase.

195. OF THE.—The phrase “of the,” may be intimated by writing the words which it connects NEAR TO EACH OTHER, showing that one is *of the* other ; thus,  love of the beautiful,  plan of the work,  some of the indications,  result of the measure,  a statement of the actual condition of the country. The method of intimating *CON* or *COM* cannot be mistaken, in practice, for this mode of expressing *of the*. When *of the* is followed by *CON*, write the dot for *con* ; thus,  close of the contest.

196. These contractions should not be used after a dot or dash vowel sign ;  a condensed account,  two of the principal men, would not be distinct.

EXERCISE 57.






















1. Stumped, prompt, tempt, enamped, damped, exempt, exemption ; post-office, post-paid, post-free, listless, celestial ; distinction, injunction, distinguish, extinguish, languish, junction.

2. By the, at the, which the, if the, for the, from the, that the, in the, of the, all the, on the, to the, but the, and the, with the, as the, is the, what the, would the, at the same time (*t*, upward *the* tick, *smt-m*).

3. Rights of the subject. Attribute of the soul. Loss of the money. Some of the men of the present day. Copy of the petition of the committee. Opinion of the majority of the deputation.

Words marked () are written above the line.*

Acknowledge-d	instruction	Phonetic Journal
altogether *	interest-ed	Phonetic Society
anything *	irregular	phonographer
architect-ure	Kingdom *	phonographic
Catholic	knowledge	practice-cal-ly
character *	Magazine	probable-bly or
Danger	manuscript	probability
destruction	messenger	prospect
difficulty	mistake-n *	public-sh-ed
doctrine	more than *	publication
domestic	and so with	Rather or
Enlarge-d	better than	writer
especial-ly	rather than	reform-ed
essential-ly	Natural-ly	reformation
establish-ed-ment	neglect-ed *	reformer
expect-ed	never	regular
Govern-ed	nevertheless	remarkable-ly
-ment	next	represent-ed
Immediate	nothing	representation
immediately	notwithstanding	representative
impossible *	Object	republic
inconsistent	objection	respect-ed
influence *	Parliament-ary	Reverend
influenced *	peculiar-ity	Satisfaction
influential *	perform-ed	
information *		

satisfactory 	Temperance Soci-	Unanimity or
something 	ety 	unanimous 
Spelling reform 	Thankful * 	understand 
stranger 	together 	understood 
subject 	transcript 	uniform-ity 
subscription 	transfer 	Whatever 
surprise * 	transgress 	whenever 
	transgression(†) 	Yesterday 

(†) *Transaction* should be written at length, because the contracted form might clash with *transgression*.

EXERCISE 58.

The following Exercise contains all the above Contractions.

1. My object is to call your immediate attention to a subject of remarkable interest to every member of the *Phonetic Society*, and especially to every *Phonographer* whose practice it is to write manuscripts, transcripts, or transfers, with phonographic characters. For your especial information, I may remark that Phonography was first published in 1837. or rather its publication dates from 1843, when it received its peculiar and distinctive name. 2. The *Phonetic Society* was established in 1843, and has received the unanimous support of Rev. gentlemen, writers in magazines, architects remarkably skilled in architecture, public messengers, those who are interested in and govern the *Temperance Society*, and other respected Reformers, who, thankful for such a regular and natural way of spelling, gave their influence to spread a knowledge of Phonography, and to establish the essential principles of the *Spelling Reform*, whenever they had an opportunity. 3. Nothing can be more simple, uniform, and natural than the primary doctrine of the *Spelling Reform*, that every sound should be represented by only one sign, and that each sign should never represent more than one sound; but in Phonography some exceptions are allowed, and every letter is made the representative of some common word. 4. There is something in this system which immediately and especially commends itself to all who acknowledge this true principle of spelling. The annual subscription to the *Phonetic Society* is 25c., and those who neglect to pay this,

transgress the laws of the Society; the *danger* of which *transgression* is, that their names will be removed from the list of members. 5. I have always regarded this Society as an *establishment* of great importance, *governed* in an *essentially catholic* and *practical* spirit, and thought it was *impossible* for anyone to *object* to it; but to my *surprise* I found *yesterday* that I had made a *mistake*, when I *understood* that some *strangers*, certainly not very *influential*, had raised an *objection* to the Society, or *rather*, had remarked “What good has it *performed*?” 6. *Anything* so *inconsistent* was *altogether more than* I could *understand*. *Nevertheless*, it should be *understood* that such men, *notwithstanding* their *knowledge* upon other *subjects*, and *whatever* others may think of them, are greatly *mistaken* in this *respect*. 7. *Probably* their minds have been *influenced* in a *wrong* rather than in a *right* direction, but I *expect* they will now take a *more enlarged* view of the *subject*, and try to gain a *satisfactory* *understanding* of it, and the *objects* for which it was *established*, and thus be led to see what a *remarkable* advantage it would be as a means of *instruction* in the principles of speech, and as adapted to *reform* the *representation* of the English language. 8. If they would do this, in all *probability* we should *next* have the *satisfaction* of hearing that they were giving their *influence*, *together* with their *subscription*, to help it forward, and to *publish* a *knowledge* of Phonography in every *kingdom* and *republic* in the world. 9. To *enlarge* on the *probable* results and *prospects* of this *reform* is a task I am unable to *perform*. Its great *peculiarity* is, that it would make a thorough *reformation* in our spelling, and introduce a *uniformity* which would *practically* lead to the *destruction* of our *irregular* and false orthography. 10. So many *domestic* and other blessings may *naturally* be *expected* to arise from *reformed* spelling, that I hope the *subject* will no longer be *neglected*, but be brought under the notice of *Government* and occupy the attention of *Parliament*. 11. I think it more important and *better than* many matters of *Parliamentary* discussion. There is no real *difficulty* in the study of Phonography, as has often been *acknowledged* with *unanimity* in the *Phonetic Journal*.

REVIEW.

1. When may *p, t, k, g*, be omitted in Phonography?
2. How is the connective phrase *of the* indicated?
3. Write in the, for the, of the, on the, with the, to the, at the, and the, from the, or the, but the, is the, as the.
4. Copy distinctly the list of contractions on pages 101–2.

CHAPTER XXII.

PHRASEOGRAPHY.

197. In longhand, swift writers join all the letters of a word together, and sometimes write several words without lifting the pen. In Phonography also several words may often be united. This practice, called Phraseography, gives great assistance in following a rapid speaker. The shorthand signs for phrases and sentences are called *Phraseograms*. Phraseograms should never go too far below the line, present difficult joinings, be too long, difficult to decipher, or liable to be mistaken. In these cases, time will be saved by lifting the pen and commencing afresh. Words that form a phrase of frequent occurrence, present easy joinings, and would not be mistaken for some common word, may be united; thus, it is not necessary that. The following examples show how other phraseograms may be formed.

Phraseograms marked (*) are written above the line.

PHRASEOGRAMS.

	and have		for this reason		he would
	and the*		did not		I am*
	as well as*		had not*		I do
	could not		has not*		I have
	do not*		he may		I will*

e is not	-1... should do	ε who have
b it is	} so that	ς who would
b it is not	6 that is*	— you can
f it is said	✓ they will	≈ you cannot
h it should be	6 this is	≈ you may
{ it would be	/ we are	≈ you must
∩ may be	∩ we have not	≈ you must not
∩ of course*	∩ we have seen	∩ you will be
... our own	} when he was	∩ you will do
... should be	∩ which cannot	

198. *I* may be abbreviated by writing only the first stroke, when it will join easily to the consonant. (See *I am*, *I will*.) Most of these phrases may be vocalized; thus, \backslash *I do*, \circ *as well as*, etc.

199. The first word in a phrase must occupy its own position; thus, \backslash *can be*, \backslash *of your*, \sim *you can*, \sim *could not be*; but a logogram in the first position may be SLIGHTLY raised, or lowered, to suit the position of a following one; thus, \backslash *I had*, \dots *I had not*, \backslash *I did not*.

200. A logogram or phraseogram may be written over or close to a word to express *con* or *com*; thus, \sim *you will comply*, \mathcal{T} *I am content*, \mathcal{V} *and contrive*, \mathcal{V} *and connected*, \mathcal{V} *and consented*, \circ *has commenced*, \mathcal{J} *and is content*.

201. *There* or *their* may be added to a curved full-length logogram by doubling it; thus, \sim *for there*, \sim *from their*, \sim *in their*, \sim *if there*.

EXERCISE 59.




The hyphen shows when words may be joined. This exercise contains all the phrases in par. 197, and some others.




UNCLE SAM TO-HIS NEPHEW TOM.


1. My-dear Tom, I-am-glad that-you have come to Glasgow, and-have resolved to pursue your studies at-the Academy. This-is right, and-as it-should-be; you-could-not have-done better, and I-do hope that-you-may-be successful, and-that you-will-do as-well-as you-can, so-that you-may excel in every department. 2. It-is-said, and of-course we-are all aware of-it, that-we-have-not all-the-same capacities for receiving instruction; it-is-not-necessary that-we should-have; *that-is*-not a matter of consequence, but it-is of-great importance that all who-have talents should use them to-the best advantage. 3. I-shall-be-glad to assist you when I-have an opportunity; I would-have-done so had-not you asked me; but-you-must remember that-we-cannot obtain any great benefit without individual exertion on-our-own part. 4. You-must-not forget this and-the other maxims we-have so often talked about, for-we-have-seen that-they-are (*tht-thr*) principles which-cannot fail to be of good service, yea even, that-they-will-be essential to-your success. 5. Be constant and persevering, that-is, do-not study merely by fits and starts; for-that-is-not wise, and-has-not a beneficial effect. 6. It-would-be for-your interest that-you-should-be uniformly steady, and you-should-do what you-can to-gain a character for diligence and perseverance. If-you do so, I-will give you a reward. 7. For-this-reason alone it-may-be, indeed, it-should-be, your desire to achieve success, for-is-not it a source of-pleasure to-receive marks (of the) approbation of-those interested in our welfare. 8. Many a youth when-he-was at-your age had no-such incentive, and I-will-say that-there-are few who-would-not-have-been delighted to-have-had it. 9. If-you-will (com)ply with my desire, and (con)trive to-do well in-the session that-has (com)menced, I-am (con)tent to-wait the result, which-cannot but be satisfactory, and-with-which you-cannot but be pleased. 10. Your brother John may do as-well if-he-would but try; and-if-he should-do-so, and should-be successful, it-may-be that-he-may also will-be a credit to-our-own family, for-there-is little reason to doubt his ability.



Your affectionate Uncle, etc.

PUNCTUATION, Etc.

202. STOPS should be written as usual, except the Period, for which a small cross is used ; thus, × The HYPHEN is written thus,  *well-spoken* ; the DASH thus,  ; A SMILE thus,  ; used in correspondence, but not in printing. The PARENTHESIS stroke should be made a little larger than a double-length upright consonant.

203. ACCENT may be shown by writing a small cross close to the vowel of the accented syllable ; thus,  *arrows*,  *arose*,  *renew*.

204. EMPHASIS is marked by drawing one or more lines underneath : a single line under a single word must be made wave-like, , to distinguish it from — *k*.

205. TO MARK AN INITIAL CAPITAL draw two short lines under the word ; thus,  *The Times*,  *Abel*.

206. FIGURES are written as usual. When *one* and *six* are written by themselves, form them thus, *1*, *6*, that they may not be mistaken for shorthand characters.

REVIEW.

1. What is Phraseography ?
2. State the characteristics of a good phraseogram, and give a few illustrations.
3. Copy the brief list of phraseograms given on pages. 104-5, in shorthand, then shut the book and write the longhand.
4. How is *I*, in some cases, attached to a phraseogram ?
5. When logograms are united, which determines the position of the outline ?
6. How may a logogram be written in relation to another word so as to indicate *con* or *com* ?
7. In what way can *there* or *their* be added to a curved logogram ?





CHAPTER XXIII.

METHOD OF PRACTICE.

207. The student, having made himself familiar with the principles of the system as presented in the preceding pages, should take every opportunity to practise writing. As much time, however, should be spent in reading as in writing Phonography. Printed Phonography is better for this purpose than manuscript. One or two shorthand volumes should be read before a rapid style of writing is cultivated, so that it may be formed on a correct model. Preference should be given to those books which contain a key to the shorthand. The "Phonographic Reader," "Tales and Sketches," "Selections from Popular Authors," or the shorthand portions of the *Phonetic Journal* or *Pitman's Shorthand Weekly*, will be found especially useful. The following is a good method of practice :—Take a specimen of printed shorthand, and read it over two or three times. Then write it in shorthand from the shorthand copy, pronouncing every word aloud while writing it. Next take the key in the common print, and write the passage in shorthand without looking at the printed shorthand. Then compare the written and printed shorthand, and correct any errors. Write the correct outline for every word wrongly written at first several times on a separate sheet, or in a notebook, filling a line with each word, and pronouncing it aloud while writing it. This practice should be continued until a correct style is obtained. In writing from a book

printed in Phonography, to which there is no key, the learner should write out the longhand on every other line of his note-book. After filling in the Phonography on the vacant lines, he should compare what he has written with the book.

208. The books mentioned above are printed in the Corresponding or full style of Phonography, as developed in the preceding pages of this book. This style of writing is chiefly employed in correspondence between phonographers, in making extracts from books, and for other purposes for which longhand is generally used. The Corresponding Style of Phonography can be written two or three times as fast as longhand. It is to the practised reader more legible than quickly written longhand.

209. It must be remembered that the saving of time and great ease in writing are not secured by using hooked, grouped, or half-sized letters on all possible occasions. A long and flowing outline is better than one that is short but cramped, with joinings that check the pen. For instance, the outline  *minute* (sixty seconds) is briefer to the eye than  *minute*, but is not so quickly written: and the two strokes in  *mental* take more time than the three strokes in  *mental*. The rule for choosing outlines should be SHARP ANGLES and FORWARD!

210. As in rapid writing from dictation it is impossible to insert many vowels, and as the ability to follow a public speaker should be the goal to which every phonographer should aspire, the student, as soon as he can write with accuracy, should accustom himself to write only the outlines or consonants of words, and go over his work a second time to insert vowels. This will train his hand to reporting, and accustom him to read unvocalized Phonography.

EXERCISE 60.

ADVANTAGES OF SHORTHAND.

1. $\int_0^1 x^2 dx = \frac{1}{3}$

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d'Almeida, v. A. L. S., d. 18

[illegible]

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$\sim \quad \sim \quad / , \quad \backslash \quad \vee \quad i^{\circ} \quad \backslash \quad \vee$

、) 7 : V 2 0 7 , - V A , C -

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M. J., ° 67. 7. 7. 1.

7. 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842

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







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7. $\frac{1}{2} \sqrt{2} \approx 0.707$

4. "2071 ~ 6.2000

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15. " 1 0 9 8 7 6 5 4 3 2 1 0
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PART II.

SPEED PRACTICE.

211. Presuming that the student has followed the advice given on page 108, and is able to write about sixty words per minute, he should now commence the study and practice of the "Reporting" or Abbreviated Style of Phonography. A speed of sixty words per minute may be attained by any person of ordinary capacity and manual dexterity in from three to four months, by practising a few hours daily. To write at the rate necessary to report an address deliberately uttered, will require a longer period of time and the employment of additional principles of abbreviation.

212. The secret of rapid writing may be said to consist in two things, *practice*, and the use of judicious *abbreviations*. The student must furnish the first requisite; and for the second, he will find in the following pages the most efficient help that over fifty years' experience of the most skilful phonographers can supply. Of these two essentials the greater is *PRACTICE*, by dint of which alone, in the full style of Phonography, illustrated in the preceding pages, 100 words per minute may be written. As the great Grecian orator, when asked what was the most important requisite in elocution, said, "Delivery," (meaning thereby not merely attitude and gesture, but the correct utterance of every word, attention to emphasis, tone, inflections, pauses, etc.,) and when asked what was the next essential, replied, "Delivery," and still gave the same answer to the query as to the third essential in the art—so we may say of "that much-coveted art by which the

orator's eloquence is caught in its impassioned torrent, and fixed upon paper, as a picture of his rich and glowing mind," the first, the second, and the last essential is, *practice, PRACTICE, PRACTICE.*

213. There is, however, a practice that will hinder the student instead of forwarding him. This is the habit of writing carelessly in order to gain speed. Badly formed characters become illegible, and speed without legibility is worthless. The student should never let his desire to write swiftly overcome his determination to write correctly. The same rule holds in shorthand as in long-hand: he who first learns to write well, may, in course of time, write both well and quickly; whereas he who aims first at swiftness, regardless of accuracy, will never write well; and though he may learn to write quickly, he will not be able to read what he has written with rapidity and certainty; and if he cannot do this, he might almost as well not write at all.

214. Mere copying from a book is worth little as reporting practice. The best practice is that of writing from another person's reading. An hour's practice in this manner is better than several hours' copying from a book. The reader should read as slowly as the writer requires; and, if a useful and interesting book be chosen, the practice may be made beneficial to both.

215. In choosing matter for dictation practice, regard should, of course, be paid to the particular purpose for which the art is being acquired. A book of commercial letters and business forms* will provide the most advantageous practice for the young shorthand correspondent; the private secretary should select such works as are likely to prove useful in his daily work; and the embryo

* "Business Correspondence in Shorthand," containing actual letters dictated in American business offices. Keyed in ordinary type, and matter divided into sections for testing of speed in shorthand or typewriting. 40 pages in cover. Price, 30 cents. Isaac Pitman & Sons, 33 Union Square, New York.

reporter should follow the dictation of speeches, lectures, and parliamentary debates. In this way the beginner will accustom himself to the language he will hear when professionally engaged.

216. It is sometimes difficult to find a friend who will patiently undertake the office of reader, but an intelligent boy or girl can generally be obtained, who, for a trifling remuneration, will gladly read for an hour or two daily. If a Stenographer's Association or School of Shorthand is within reach, the student will probably find there suitable facilities for dictation practice at different rates of speed.

217. When the student can follow a reader at from 80 to 100 words per minute, he can attempt note taking in public. Slow preachers afford the best practice to the student; rapidly-delivered sermons, especially when read, are very trying to the inexperienced reporter. At the outset of his practice, the writer will, of course, be unable to keep up with a fast speaker; many, indeed, in their first attempts, despair of ever being able to accomplish the task. A few trials, however, will render the labor less irksome, and increase the speed of the writer. The object, at first, should not be to write as rapidly as possible, but rather to take down only so much of what is said as can be readily deciphered afterwards. The young reporter should be cautioned against leaving off writing in the middle of the sentence, and commencing another with the speaker. His object should be to secure as many complete sentences as possible. If necessary, these may be curtailed, to enable the writer to keep up with the speaker, and to preserve the drift of his discourse. Where only detached words and parts of sentences are written, no sense can be made of the report, but if care be taken to put down as much as possible of the sense of the speaker, the mind will be called into more active exercise, and the art of *verbatim reporting* will be more speedily attained. If there are no other opportunities

for practice, the phonographer may sometimes write down the conversation of those around him, or at least as much as he can catch. This, however, is the most difficult of all kinds of reporting, as the conversational style is excessively rapid, (though it may not appear so,) and the writer is often puzzled by several persons speaking at the same time. In reporting speeches, the writer should accustom himself to be several words behind the speaker. With rapid speakers he will often be necessarily behind, and, if he has not accustomed himself to be so in his usual reporting, he will find some difficulty in recovering lost ground. A practised writer should be able, in an emergency, to write twelve or fifteen words behind the speaker.

218. The writing should not be too large; and outlines that check the hand, and therefore lead to loss of time, should be avoided. No exact size of the shorthand characters can be prescribed for all. No one style of writing suits all alike; some find it easier to write the characters small and neatly, while others, with a freer hand, are more at ease in writing large, and with less regard to exactness of outline. There is a general tendency among beginners to increase the size of their outlines as they increase their speed, and to run into an awkward and "sprawling" style. This tendency should be resisted. The writer, if he is careful, will soon ascertain what size suits his style best, but, as a general rule, it may be said that the lines of a note-book 5 inches wide, should not contain less than an average of twelve words, or more than an average of twenty.

219. The mind and the hand of the phonographic student should be constantly engaged in forming and writing outlines, and as they are mentally conceived the hand can trace them on imaginary paper. The following plan has been recommended for this kind of practice:—Take any interesting book, and with a blunt-pointed piece of

wood, or the end of a penholder, trace the shorthand outlines for the words as they are read, under them or on the opposite page. A better plan is to take a book, the pages of which have a wide margin, and, while reading, write the words in shorthand on the margin of either side, or under the lines, placing a tick in the margin whenever a difficult word occurs, and consulting the Shorthand Dictionary * at the end of the practice.

220. It should always be remembered that facility in reading is as essential as rapidity in writing; the latter, indeed, is worth nothing without the former. *Everything that is written should be read afterwards*, and all the errors carefully marked, so that they may be avoided in future; if necessary, the words may be more fully vocalized, so as to render the notes easily decipherable at any distance of time. The notes should also be occasionally written out in longhand, for practice in easy and rapid transcription.

WRITING MATERIALS.

221. The importance of suitable writing materials for note-taking cannot be over-estimated. No shorthand writer should ever trust to chance supplies of pencils, pens, ink, or paper, but should make a careful selection, and take care to be well equipped for any professional work he may undertake. For all descriptions of note-taking, the pen is more suitable than the pencil, on account of the permanence and superior legibility of the notes, both important considerations when the transcript is undertaken. A suitable pen is also far less fatiguing to the note-taker than a pencil, a great advantage when writing for a lengthened period. But, as it sometimes

* A Phonographic Dictionary of the English Language ; Containing the Shorthand Forms for 55,000 Words, and 5,000 Proper Names. Sixth edition. 300 pages, crown 8vo, handsome cloth binding. Price, \$1.25 ; "Library Edition," half roan, beveled boards, gilt, \$1.50. Isaac Pitman & Sons, 33 Union Square, New York.

happens that the use of a pen is undesirable or impossible, the note-taker should accustom himself occasionally to report with a pencil. In order to be prepared for any unforeseen difficulty or accident, the phonographer should never be without a case of thoroughly good lead pencils, sharpened ready for immediate use. The pencil should be used in preference to the pen for note-taking in the open air in wet weather, or when writing in semi-darkness, as at illustrated lectures. These remarks apply chiefly to public note-taking; for office note-taking, which is not done under such exacting conditions, the shorthand writer will find that ordinary pens and ink furnish satisfactory writing materials.

222. Fountain pens have of late come into general use among shorthand writers in the law courts and reporters for the press. The fountain pen should be provided with a thoroughly strong and flexible nib. During rapid note-taking the strain on a nib is very considerable. If it is stiff and unyielding, the labor of note-taking is seriously increased, and, on the other hand, if it is not a strong pen, it may speedily become useless. For these reasons a fountain pen with a gold nib is strongly recommended, and the shorthand writer who has one thoroughly suited to his hand will possess the best writing instrument it is possible to have. Some shorthand writers prefer an ordinary penholder with gold nib, and a pocket inkstand, and, where they are always certain of the accommodation of a table, the arrangement is a good one. Here again a word of caution may be given as to inkstands, many pocket inkstands being entirely unsuited for constant use. For note-taking, paper with a smooth, hard surface, not too highly glazed, will be found most suitable. The elastic bound books which open flat on the desk are the best, though the note-books bound in the customary way are suitable for ordinary work. For a list of approved fountain pens, inkstands, ink, note-

books, etc., the shorthand writer is referred to the Catalogue at the end of this volume.

223. The phonographer may write steadily on the knee by placing a board about sixteen or eighteen inches long, five inches broad, and $\frac{3}{8}$ inch thick, under his reporting book. This portable writing desk, as it may be called, supports the weight of the upper half of the note-book when open, which, otherwise, drops inconveniently over the knee.

224. Much time is sometimes lost in turning over the leaves of note-books. The following plan is perhaps the best that can be adopted:—While writing on the upper half of the leaf, introduce the second finger of the left hand between it and the next leaf, keeping the leaf which is being written on steady by the first finger and thumb. While writing on the lower part of the page shift the leaf by degrees, till it is about half way up the book : when it is convenient, lift up the first finger and thumb, and the leaf will turn over almost by itself. This is the best plan when writing on a desk or table. When writing on the knee, the first finger should be introduced instead of the second, and the leaf be shifted up only about two inches. The finger should be introduced at the first pause the speaker makes, or at any other convenient opportunity that presents itself. Other shorthand writers adopt another method of turning the leaves. They take hold of the bottom left-hand corner of the leaf with the finger and thumb, and on reaching the bottom line the leaf is lifted and turned over. Some reporters prefer a reporting book that opens as a printed book does. In this case there is less difficulty in turning over the leaves with the left hand. Whichever form of book is used, the writer should confine himself to *one side* of the paper till the end of the book is reached, and then, turning it over, begin at the other end, and write in the same manner on the blank pages.

PHRASEOGRAPHY.

225. It is not necessary that the Lists of words and phrases that follow should be written out before commencing practice, but they should all be copied at as early a period as possible. A good method of doing this is to get a book of ruled paper, and write out the several contractions and phrases, one on each line, at the left-hand side of the page. Each phrase and contraction should then be copied over and over again. By persevering in this way they will become indelibly fixed in the mind, and facility in writing them will be attained. The Exercises at the end of this book should be written from dictation till a speed of 120 or 150 words per minute has been acquired.

226. The student will derive considerable assistance from an extensive and judicious use of Phraseography. This branch of reporting practice is fully dealt with in the "Phonographic Phrase Book," which is recommended to the reader's attention as soon as he has mastered the principles of the art as here explained. From the preface to the "Phrase Book" we quote the following remarks on the advantage which a judicious employment of phraseography secures :—"Phraseography may be regarded as an *ars in arte*, (an art within an art,) and it requires some special attention and practice before it can be judiciously used. It is chiefly useful in reporting, where the least saving of time in writing is often of the greatest importance ; it need not, however, be confined to this branch of Phonography, but may frequently be used in the Corresponding Style, for, with very little practice on the part of the reader, the phraseographic combinations are found to be as legible as ordinary Pho-

nography. Indeed, we think that when combinations are well chosen, and correctly written, the words are more easily read when united than when written separately. There is something characteristic about a phraseogram, which usually distinguishes it from single words; and the very compactness of its form enables the eye to decipher it in less time than would be required to take in several separate words, which occupy so much more space. In the one case the eye rests upon a single outline, and in the other it has perhaps to travel over half a line before it can see the whole phrase. The phraseogram will most probably be written more carefully than the separate words, as it requires less time. More space is saved by phraseography than would be imagined; and if the characters employed are carefully formed, they are as legible as they are compact and brief.* Ask any experienced phonographer whether he would rather read the following sentence thus:—



or grouped in a few compact phraseographic forms, thus:














In this, as in many other instances which might be given, a marked benefit accrues both to the reader and the writer from the use of Phraseography.















*The "Phonographic Phrase Book," containing above two thousand useful phrases in Phonography, with a Key in the ordinary type, and an Exercise on all the Phrases. 132 pages. Price, 35c.; cloth, 50c. Isaac Pitman & Sons, 33 Union Square, New York.

WRITING IN POSITION.

227. When writing rapidly it is impossible to insert many vowels. If the POSITION of a consonant outline indicates the vowel or principal vowel of the word, it can be easily read. A word containing only one or two consonant strokes, whether full-length or half-length, is usually written in POSITION, as determined by its vowel, or accented vowel. (See page 96.) Position need not be observed with respect to most words containing three or more consonants.








228. The student has hitherto written all words on THE LINE, except those grammalogues that go ABOVE or THROUGH the line. He should now begin to write IN POSITION all words that contain only one stroke, and most words that consist of two strokes, and bring into use the list of Reporting Grammalogues given on pages 128-129.








229. A word formed by a horizontal and a down or up stroke, has its position determined by the down or up stroke. When a word consisting of an initial horizontal letter and a downstroke is placed in the first position, the initial letter must be written a little higher than usual to accommodate itself to the position of the following stroke; and when placed in third position, the initial letter must be written a little lower than usual; thus,  *gaudy*,  *code*,  *giddy*. In words in which an initial horizontal letter is followed by an upstroke, the initial letter is written lower than usual for first position, and below the line for the third position; thus,  *mile*,  *male*,  *meal*. Derivative words should commence in the same place, with respect to the line, as their primitives; as,  *care* (grammalogue),  *careful*,  *sir*,  *sixteen*,  *sixty*.

230. Double-length PERPENDICULAR strokes and straight SLOPING down-strokes take only the third position, THROUGH the line; as,  *ponder*,  *plunder*,  *pounder*,  *tender*,  *asunder*. A double-length CURVED sloping stroke, or a straight upstroke, can be written in the three positions; as,  *father*,  *fetter*,  *future*;  *latter*,  *letter*,  *litter*;  *wander*,  *wonder*,  *winter*. A double-length HORIZONTAL stroke takes only two positions, ABOVE and on the line (par. 189).

231. Words that contain only horizontal and half-sized letters, and an accented third-place vowel, as *cook*, *king*, *antique*, *cubed*, *canoe*, *music*, are written ON THE LINE, in accordance with paragraph 189. On unruled paper the THIRD POSITION for HORIZONTALS AND HALF-SIZED LETTERS, cannot be distinguished from the second, unless the words be written so low as to interfere with the characters in the line beneath.

232. The rules as to position should not be applied to such words as have *outlines of their own*, (no other words being written by the same consonant skeleton form,) because the inconvenience in writing words like *derive*, *dogmatic*, *Trafalgar*, etc., in the first position, and *discipline*, *newspaper*, *Peterborough*, etc., in the third position, in accordance with their accented vowels, would not be compensated by greater ease in reading.

233. In words having a vowel before and after a single consonant, both should be written if possible; if only one can be written, the most prominent one will afford the best clue to the word; thus,  *obey*,  *echo*. In words containing two or more consonants and vowels, the initial or final vowel, whether accented or not, usually affords the greatest facility in reading; as,  *atom*,  *attack*,  *emollient*,  *pillow*,  *lady*.

This rule does not apply to outlines in which the method of writing the first or last consonant INDICATES a preceding or following vowel ; as,  erect,  react,  esculent,  argued,  rugged,  fail,  follow.

EXERCISE 62.

The words in italics are to be written in position, above, on, or through the line ; words not in italics are Grammalogues. This and the following Exercises should be practised until they can be written at 100 words per minute.

If you *desire* to write at a *high* rate, you must read and master the rules so as to follow them *fully*, and be able to apply them on all occasions. I feel that you cannot fail to fall into the true and proper way if you will *only* try. The race is to the sure and not to the strong. Do not tarry by the way. Remember the fable of the feeble tortoise that outstripped the hare. Master one thing at a time, and you are sure to win. Set apart for study a small portion of each day. Have patience ; Rome was not built in a day. High hills grow less as we ascend them. That which is lightly got is little valued. If you would get gold, you must dig deeply : it is not dug on the surface. Please note that the rule of position applies chiefly to short words, and that the place or position of long words is generally on the line. Let your letters be neat and light ; a large and heavy style wastes time. Still you must not write too small. The best plan is to copy the plain models in the "*Phonetic Journal*." Take care that your outlines are well spaced. Crowded writing is not easy to read. Take possession of these hints without opposition. They are meant for you. It is my intention to make you a good writer. Keep your outlines near the line. Do not lean too heavily on the desk. Keep your wrist up and rest on the middle of the arm. This is a matter upon which you will do well to ponder with care. The line upon which you write is a royal road along which even a steel pen can travel in fine style. It is enjoyable to watch a pen fly after a good speaker. See how it keeps pace with the steady flow of words, and stops at a momentary pause. Mark how the nimble step increases to a trot, breaks into a canter, loiters, makes another pause ; and then, as if suddenly taking leave of reason, goes racing away in a mad mood, with leaps and bounds, for sweet life, like a hunted deer before the hounds. I daresay that you will smile at my choice of simile, but you will, if you choose, know the excitement of the chase.

REPORTING GRAMMALOGUES.

234. The following list of words contains only 26 additional grammalogues that need be committed to memory : 18 of these are contracted, *belief-ve*, *Christianity*, *generation*, *glory-ify-fied*, *holy*, *itself*, *larger*, *liberty*, *ought*, *religion*, *religious*, *Saviour*, *Scripture*, *signify*, *speak*, *special*, *strength*, *whither*; and 8 are exceptional as to position, *approve*, *house*, *met*, *most*, *owing*, *sent*, *thus*, *ye*. All the other words, such as *see*, *thy*, etc., are SINGLE-STROKE OUTLINES that express all the consonants of the word, PLACED IN POSITION, except *approve*, *met*, *most*, *owing*, *sent*, and *thus*, placed OUT OF POSITION to prevent their clashing with *prore*, *meet*, *must*, *young*, *send*, *this*; and *house*, *ye*, written on the line for convenience. Of the irregular grammalogues as regards position, 7 of the Corresponding Style Grammalogues, and 3 of the Reporting Grammalogues, contain the vowel *oh*, and are placed in the first position, instead of the second, to accommodate other words that must be written on the line. They are:—*ago*, *don't*, *go*, *more*, *most*, *O! owing*, *over*, *those*, *though*.

235. The past tense of a verb that is expressed by a logogram, or by a contracted outline, may usually be written in the same way as the present tense; thus, the logogram \searrow *br*, may represent both *remember* and *remembered*, \swarrow represent and *represented*. When the writer thinks that possibly EITHER tense might be read, the sign of the past tense, *d*, may be added separately, or the word may be written in full; thus, —| or $\text{—}\swarrow$ *glorified*. Logograms that represent the whole of the consonants in a word, should be shortened for the past tense; as, — *care*, — *cared*; — *call*, — *called*; f *tell*, f *told*; — *equal*, — *equalled*.

REPORTING GRAMMALOGUES.

ARRANGED PHONETICALLY.

CONSONANTS

\ 1 happy, 2 up, 3 put
 \ 1 happen, 2 upon
 \ 1 happened
 / 3 principle, principal
 / 1 particular, 2 opportu-
 / 1 approve [nity].

\ 1 by, 2 be, 3 to be
 \ 2 above
 \ 2 been
 / 2 able, 3 belief, believe-d
 / 2 build-ing, able to
 \ 1 liberty, 2 member, re-
 member-ed, 3 number-ed

| 1 at, 2 it, 3 out
 | 3 itself
 | 1 at all, 2 tell, 3 till
 | 2 told, till it
 | 2 truth, 3 true
 | 1 tried, 2 toward, trade
 | 3 out of

| 1 had, 2 do, 3 different
 | 2 did [-ence]
 | 2 advantage, 3 difficult
 | 2 done, 3 down
 | 1 had not, do not, don't,
 2 did not

| 1 Dr., 2 dear, 3 during
 | 2 deliver-ed-y

/ 1 much, 2 which, 3 each
 / 2 which have
 / 1 child
 / 2 chair, 3 cheer

/ 1 large
 / 3 religious
 / 2 general-ly, 3 religion
 / 1 gentleman, 2 gentlemen
 / 1 larger
 / 2 generation

— 1 can, 2 come
 — 1 quite, 2 could
 — 1 because
 — 1 cannot, 2 account
 — 1 call, 2 equal-ly
 — 1 called, 2 cold, equalled
 — 1 Christian, Christianity,
 2 care
 — 1 according, according to,
 cart, 2 cared

— 1 go, ago, 2 give-n
 — 1 God, 2 good
 — 2 glory, glorify-ied
 — 2 gold
 — 1 guard, 2 great

/ 1 half, 2 if
 / 1 after, 2 if it
 / 1 often, 2 Phonography
 / 2 for
 / 2 from

/ 2 have
 / 2 heaven
 / 1 over, 2 ever-y
 / 2 very, 3 however
 / 3 evil

(1 thank-ed, 2 think
 (1 thought [3 youth
) 3 through
) 2 third

(1 though, thy, 2 them,
 (1 that, 2 without [they
 (1 those, thyself, 2 this,
 3 thus, these, youths

(2 themselves
 (3 within
 (2 other
) 2 there, their, they are
) 3 therefore

| | |
|---|--------------------------------|
| o 1 has, as, 2 his, is | ~ 1 in, any, 2 no, know, 3 own |
|) 2 so, us, 3 see, use (<i>noun</i>) | ~ 1 not, 2 nature |
| o 1 as is (his, <i>or</i> has), has | ~ 1 hand, 2 under |
| his, 2 is as, (<i>or</i> his), his is | ~ 1 information, 2 nation |
| o 2 first | ~ 1 influence |
| ^ 2 special-ly, 3 speak | ~ 2 opinion |
| ^ 2 spirit | ~ 1 nor, 2 near |
| ^ 2 strength | ~ 1 language, owing, |
| ^ 1 Scripture; ^ 2 secret | 2 thing, 3 young |
| ^ 1 signify-ied, significant | ^ 2 Lord |
| ^ 2 several, Saviour [-ance] | ^ 1 light, 2 let |
| ~ 1 sent; ~ 2 send | ~ 1 or, 2 your, 3 year |
| ~ 2 somewhat | ~ 2 are, 3 our, hour |
|) 2 was, 3 whose, use (<i>verb</i>) | ~ 1 art |
| ^ 2 shall, shalt, 3 wish | ~ 1 yard, 2 word |
| ^ 3 sure | ^ 2 we, way, away |
| ^ 1 short | ^ 2 wait, weight |
| ^ 2 usual-ly; ^ 2 pleasure | ^ 2 one |
| ~ 1 me, my, 2 him, may. | ~ 1 want, 2 went, won't |
| ~ 1 might, met, 2 meet-ing | ^ 2 will, well |
| ~ 1 myself, 2 himself | ^ 2 whether, 3 whither |
| ~ 1 most, 2 must | ^ 1 while |
| ~ 1 important-ance, 2 im-
prove-ed-ment. | ^ 2 ye; ^ 2 yet |
| ~ 1 impossible, 2 improve-
ments | ^ 2 yes |
| ~ 2 may not, amount | ^ 1 high |
| ~ 1 more, remark-ed, | ^ 2 holy |
| 2 Mr, mere | ^ 2 house |

VOWELS.

DOTS. [.]a, an, [.]the, ah! [.]aye, eh?

DASHES. [\]of, [^]on, [/]and
[\]all, [^]O, oh! owe, [/]awe, ought
[\]to, [|]but, [/]should
[\]two, too, [|]he, [/]who

When [|]he and [|]did follow each other, vocalize [|]did.

DIPHTHONGS.

^vI, eye, [^]ay, [^]how, [^]why,
^cwith, ^cwhen, [^]what, [^]would,
[^]beyond, [^]you.

In Phraseography *on*, and (written upward), *but*, are used only initially, and medial, is, - or

REPORTING GRAMMALOGUES.

ARRANGED ALPHABETICALLY.

| | | |
|-----------------------------------|--|--------------------------------|
| A or an, ' 1 | child, <i>chld</i> 1 | happened, <i>pnld</i> 1 |
| able, <i>bl</i> 2 | Christian (<i>adj.</i>), <i>kr</i> 1 | happy, <i>p</i> 1 |
| able to, <i>blld</i> 2 | Christianity, <i>kr</i> 1 | has, <i>s</i> (circle) 1 |
| above, <i>bv</i> 2 | cold, <i>kld</i> 2 | has his, (large cir.) 1 |
| according, <i>krl</i> 1 | come, <i>k</i> 2 | have, <i>v</i> 2 |
| according to, <i>krl</i> 1 | could, <i>kld</i> 2 | he, <i>i</i> 2 |
| account, <i>kul</i> 2 | Dear, <i>dr</i> 2 | heaven, <i>vn</i> 2 |
| advantage, <i>dv</i> 2 | deliver-ed-y, <i>dl</i> 2 | high, <i>h</i> (down) 1 |
| after, <i>fl</i> 1 | did, <i>dl</i> 2 | him, <i>m</i> 2 |
| ago, <i>g</i> 1 | did not, <i>dnt</i> 2 | himself, <i>ms</i> 2 |
| ah ! ' 1 | difference, <i>d</i> 3 | his, <i>s</i> (circle) 2 |
| all, <i>^</i> 1 | different, <i>d</i> 3 | his is, (large cir.) 2 |
| amount, <i>mnt</i> 2 | difficult, <i>df</i> 3 | holy, <i>h</i> (up) 2 |
| an, ' 1 | do, <i>d</i> 2 | hour, <i>r</i> (up) 3 |
| and, <i>^</i> (up) 1 | do not, <i>dnt</i> 1 | house, <i>hs</i> (up) 2 |
| any, <i>n</i> 1 | Doctor, <i>dr</i> 1 | how, <i>^</i> 2 |
| approve, <i>prv</i> 1 | done, <i>dn</i> 2 | however, <i>vr</i> 3 (r. cur.) |
| art, <i>rt</i> (down) 1 | down, <i>dn</i> 3 | I, <i>v</i> 1 |
| are, <i>r</i> (up) 2 | during, <i>dr</i> 3 | if, <i>f</i> 2 |
| as, <i>s</i> (circle) 1 | Each, <i>ch</i> 3 | if it, <i>fl</i> 2 |
| as has, (large cir.) 1 | eh ? ' 2 | importance, <i>mp</i> 1 |
| as his, (large cir.) 1 | equal-ly, <i>kl</i> 2 | important, <i>mp</i> 1 |
| as is, (large cir.) 1 | equalled, <i>kld</i> 2 | impossible, <i>mps</i> 1 |
| at, <i>t</i> 1 | ever-y, <i>vr</i> 2 (l. curve) | improve, <i>mp</i> 2 |
| at all, <i>tl</i> 1 | evil, <i>vl</i> 3 | improved, <i>mp</i> 2 |
| away, <i>w</i> 2 | eye, <i>v</i> 1 | improvement, <i>mp</i> 2 |
| awe, ' 1 | First, <i>st</i> (loop) 2 | improvements, <i>mps</i> 2 |
| ay, (<i>ai</i> , yes) <i>^</i> 1 | for, <i>fr</i> 2 (left curve) | in, <i>n</i> 1 |
| aye, (ever) . 2 | from, <i>fr</i> 2 (r. curve) | influence, <i>ns</i> 1 |
| Be, <i>b</i> 2 | General, <i>jn</i> 2 | information, <i>nshn</i> 1 |
| because, <i>ks</i> 1 | generally, <i>jn</i> 2 | is, <i>s</i> (circle) 2 |
| been, <i>bn</i> 2 | generation, <i>jsln</i> , 2 | is as, (large circle) 2 |
| belief, <i>bl</i> 3 | gentleman, <i>jnt</i> 1 | is his, (large circle) 2 |
| believe, <i>bl</i> 3 | gentlemen, <i>jnt</i> 2 | it, <i>t</i> 2 |
| believed, <i>bl</i> 3 | give-n, <i>g</i> 2 | itself, <i>ts</i> 3 |
| beyond, <i>^</i> 1 | glorified, <i>gl</i> 2 | Know, <i>n</i> 2 |
| build, <i>blld</i> 2 | glorify, <i>gl</i> 2 | Language, <i>ng</i> 1 |
| building, <i>blld</i> 2 | glory, <i>gl</i> 2 | large, <i>j</i> 1 |
| but, <i>t</i> 2 | go, <i>g</i> 1 | larger, <i>jr</i> 1 |
| by, <i>b</i> 1 | God, <i>gd</i> 1 | let, <i>tl</i> 2 |
| Call, <i>kl</i> 1 | gold, <i>gld</i> 2 | liberty, <i>br</i> 1 |
| called, <i>kld</i> 1 | good, <i>gd</i> 2 | light, <i>tl</i> 1 |
| can, <i>k</i> 1 | great, <i>grt</i> 2 | Lord, <i>tl</i> 2 |
| cannot, <i>knt</i> 1 | guard, <i>grd</i> 1 | May, <i>m</i> 2 |
| care, <i>kr</i> 2 | Had, <i>d</i> 1 | may not, <i>mnt</i> 2 |
| cared, <i>krd</i> 2 | had not, <i>dnt</i> 1 | me, <i>m</i> 1 |
| cart, <i>krl</i> 1 | half, <i>f</i> 1 | meet, <i>mt</i> 2 |
| chair, <i>chr</i> 2 | hand, <i>nd</i> 1 | meeting, <i>mt</i> 2 |
| cheer, <i>chr</i> 3 | happen, <i>pn</i> 1 | member, <i>br</i> 2 |

| | | |
|---------------------------|-----------------------------|------------------------------|
| mere, <i>mr</i> 2 | secret, <i>skrt</i> 2 | toward, <i>trd</i> 2 |
| met, <i>mt</i> 1 | see, <i>s</i> 3 (stroke) | tried, <i>trd</i> 1 |
| might, <i>mt</i> 1 | send, <i>snt</i> 2 | true, <i>tr</i> 3 |
| more, <i>mr</i> 1 | sent, <i>snt</i> 1 | truth, <i>tr</i> 2 |
| most, <i>mst</i> 1 | several, <i>sv</i> 2 | two, <i>\</i> 2 |
| Mr, <i>mr</i> 2 | shall, <i>sh</i> 2 | Under, <i>nd</i> 2 |
| much, <i>ch</i> 1 | shalt, <i>sh</i> 2 | up, <i>p</i> 2 |
| my, <i>m</i> 1 | short, <i>shrt</i> 1 | upon, <i>pn</i> 2 |
| myself, <i>ms</i> 1 | should, <i>/</i> (up) 2 | us, <i>s</i> 2 |
| Nation, <i>nshn</i> 2 | significant-ce, <i>sg</i> 1 | use (noun), <i>s</i> 3 |
| nature, <i>nt</i> 2 | signified, <i>sg</i> 1 | use (verb), <i>z</i> 3 |
| near, <i>nr</i> 2 | signify, <i>sg</i> 1 | usual-ly, <i>zh</i> 2 |
| no, <i>n</i> 2 | so, <i>s</i> 2 (stroke) | Very, <i>rr</i> 2 (r. curve) |
| nor, <i>nr</i> 1 | somewhat, <i>smt</i> 2 | Wait, <i>wt</i> 2 |
| not, <i>nt</i> 1 | speak, <i>sp</i> 3 | want, <i>wnt</i> 1 |
| number-ed, <i>br</i> 3 | special-ly, <i>sp</i> 2 | was, <i>z</i> 2 |
| O, 1 | spirit, <i>sprt</i> 2 | way, <i>w</i> 2 |
| of, <i>\</i> 1 | strength, <i>str</i> 2 | we, <i>w</i> 2 |
| often, <i>fn</i> 1 | sure, <i>shr</i> 3 | weight, <i>wt</i> 2 |
| oh, 1 1 | Tell, <i>tl</i> 2 | well, <i>wl</i> 2 |
| on, 1 1 | thank-ed, <i>th</i> 1 | went, <i>wnt</i> 2 |
| one, <i>wn</i> 2 | that, <i>tht</i> 1 | what, <i>></i> 1 |
| opinion, <i>un</i> 2 | the, <i>.</i> 2 | when, <i>c</i> 2 |
| opportunity, <i>prt</i> 2 | their, <i>thr</i> 2 | whether, <i>wh</i> 2 |
| or, <i>r</i> (down) 1 | them, <i>th</i> 2 | which, <i>ch</i> 2 |
| other, <i>thr</i> 2 | themselves, <i>thss</i> 2 | which have, <i>chv</i> 2 |
| ought, <i>/</i> 1 | there, <i>thr</i> 2 | while, <i>whl</i> 1 |
| our, <i>r</i> (up) 3 | therefore, <i>)</i> | whither, <i>wh</i> 3 |
| out, <i>t</i> 3 | these, <i>ths</i> 3) | who, <i>/</i> 2 |
| out of, <i>tr</i> 3 | they, <i>th</i> 2 | whose, <i>z</i> 3 |
| over, <i>vr</i> 1 | they are, <i>thr</i> 2 | why, <i>L</i> 1 |
| owe, 1 1 | thing, <i>ng</i> 2 | will, <i>wl</i> 2 |
| owing, <i>ng</i> 1 | think, <i>th</i> 2 | wish, <i>sh</i> 3 |
| own, <i>n</i> 3 | third, <i>thrd</i> 2 | with, <i>c</i> 1 |
| Particular, <i>prt</i> 1 | this, <i>ths</i> 2 | within, <i>thn</i> 3 |
| Phonography, <i>fn</i> 2 | those, <i>ths</i> 1 | without, <i>tht</i> 2 |
| pleasure, <i>zhr</i> 2 | though, <i>th</i> 1 | won't, <i>wnt</i> 2 |
| principal, <i>pr</i> 3 | thought, <i>tht</i> 1 | word, <i>rd</i> 2 |
| principle, <i>pr</i> 3 | through, <i>thr</i> 3 | would, <i>></i> 2 |
| put, <i>p</i> 3 | thus, <i>ths</i> 3 | Yard, <i>rd</i> 1 |
| Quite, <i>kt</i> 1 | thy, <i>th</i> 1 | ye, <i>y</i> 2 |
| Religion, <i>jn</i> 3 | thysself, <i>ths</i> 1 | year, <i>r</i> (down) 3 |
| religious, <i>js</i> 3 | till, <i>tl</i> 3 | yes, <i>ys</i> 2 |
| remark-ed, <i>mr</i> 1 | till it, <i>tlt</i> 2 | yet, <i>yl</i> 2 |
| remember, <i>br</i> 2 | to, <i>\</i> 2 | you, <i>\</i> 2 |
| remembered, <i>br</i> 2 | to be, <i>b</i> 3 | young, <i>ng</i> 3 |
| Saviour, <i>sv</i> 2 | told, <i>tltd</i> 2 | your, <i>r</i> (down) 2 |
| Scripture, <i>skr</i> 1 | too, <i>\</i> 2 | youth, <i>th</i> 3 |



It assists in the reading of Phonography if the final vowel of *any* be inserted. *Own* (*n*), *scene* (*sn*), *young* (*ng*), may be written UNDER THE LINE, the ends of the letter touching the line, to distinguish these words from *no*. *sin*, *thing*. Vocalize *o* notion lest it should be read as *nation* or *opinion*.

SIGNIFICANT MARKS.














236. When the reporter is uncertain whether he has written the proper word, not having heard it distinctly, he should draw a circle round the word, or place a cross under it. If a word has been lost to the ear, a caret should be made under the line to denote the omission. If part of a sentence should be thus lost, the same mark may be made, and a space left proportioned to the number of words omitted.

237. A perpendicular mark in the left-hand margin may be used to point out an important sentence or paragraph, such as the heads, or the principal points, of a speech, lecture, or address. This reference mark is useful when a verbatim report is taken, and only a condensed report will be required.

238. A quotation known to the reporter need not be written at length. The commencing and concluding words, with a long dash between, will be sufficient. The letters *nh* (not heard) in longhand, may mean that, to the extent of a sentence or more, the speaker was not audible.

239. When reporting the examination of witnesses, the name of each witness should form a fresh heading and be written in longhand, the distinctive character of which increases the facility of reference to the notes. The name of the examiner placed under that of the witness may be written in Phonography. If the judge or other person interferes and asks a question, the name of the interrupting party should precede the question. If he asks several questions, his name need not be repeated after the first; but care must be taken to insert the name of the original examiner when he resumes his interrogations. When a document is put in, write "document" between parentheses, thus, () When a document is put in and read, write ()

240. A long dash may be employed to denote the repetition of certain words, instead of writing them every time they occur, such as in the sentence, "Whatsoever things are true, — honest, — just," etc., in *Philippians* 4. 8, which is repeated six times.

241. Signs of approbation, dissent, etc., interjected by the audience, or descriptive of their feelings, should be enclosed between parentheses of a large size,  hear,  hear, hear,  no,  no, no,  sensation,  applause,  chair,  cheers,  laughter,  uproar,  hisses. In describing the *kind* of applause, laughter, etc., the adjective is written *last* when reporting. Thus, what the reporter, when writing out his notes, would describe as "loud and continued applause" would be written   in reporting, for he will not know that the applause is continued till it has lasted for some time.


TRANSCRIPTION.


242. A shorthand writer should be able to make a verbatim transcript of his notes at the rate of from 20 to 30 words per minute. The secret of writing longhand rapidly and legibly is to move the whole hand with each stroke of the pen. Nearly all persons use the little finger as a fixed prop, and in forming the letters move only the first two fingers and thumb; when the fingers will stretch no further the hand is shifted over a space of from half-an-inch to an inch, three or four letters are written, and the hand is again moved. The hand thus makes a series of jumps, and, unless slowly executed, the writing generally shows great irregularity in the distance and inclination of the letters. To write rapidly, and at the same time well, the arm, hand, and fingers should move simultaneously. The middle of the forearm should


rest lightly on the table or desk; and the hand resting lightly on the end of the outside edge of the little finger, should glide over the surface of the paper as each letter is formed. The wrist must not touch either the paper or the desk. The pen should not, as a rule, be lifted until each word is finished, and the writer should seek to acquire such a command of hand that he could, if needful, write a whole line of words (except the dotting of *i, j*) without taking the pen off the paper. By using a typewriter, a shorthand writer, provided that he is an expert operator, can produce his transcript at a much more rapid rate than by employing the pen. Still better results may be attained by dictating notes to an expert operator.

POSITIVE AND NEGATIVE WORDS.


243. Negatives of words that begin with *l, m, n*, are distinguished from the positive by repeating the first consonant; thus,


legal 


illegal 


legible 


illegible 


logical 


illogical 


material 


immaterial 


moral 


immoral 


mortal 











immortal 

noxious 

innocuous 

necessary 

unnecessary 

Words commencing with *r* follow the rule for upward and downward *r*, without repeating the first consonant; as,  resolute,  irresolute;  respective,  irrelative;  resistible,  irresistible;  relevant,  irrelevant. When this rule cannot be observed, repeat *r*; as  rational,  irrational.

EXERCISE 63.

Morality has been the subject of much discussion. The *Moral* Laws are thought by some to result from a *natural* sense. They consider that we distinguish between right and wrong *respectively* as we do between colors. Man would, they believe, exercise this faculty *irrespective* of education ; its possession distinguishing *rational* from *irrational* beings, and those who are deficient in it being *necessarily unnatural*. Those who follow this line of thought, produce a mass of evidence in support of their theory, from which they draw many *logical* and *relevant* conclusions. A second class of thinkers aver that *morality*, as distinguished from *immorality*, is simply that line of conduct which the teaching of ages has shown to be best for man. They hold that *mortals* are born with little or no innate perception of right and wrong—that they are in fact naturally *immodest* and evil—and that the *moral* sense depends upon education, and is independent of instinct, and *irrelevant* to religion. In support of their position they advance many *irrefutable* facts and what appear to be *irresistible* arguments. They state that *morality* declines as we descend the human scale, that what is *legal* to savages is *illegal* to the race above, and that the *moral* sense becomes finer as the degrees of civilization advance and education becomes more *liberal*. *Religious* and *reverent* thinkers incline as a rule to the first line of thought, and *irreligious* and *irreverent* to the second, but many of the former may be said to be *responsible* for a position of their own. They advance that the *moral* laws owe their origin to Revelation, and that the *moral* sense is an *immortal* monitor. These thinkers are met by others who declare that Revelation is *irresponsible* for *morality*, and that the *illiterate* *illogically* draw the *immature* conclusion that, because certain precepts are true, the narrative in which they are set must likewise be beyond *reproach*. It is *unnecessary* and *immaterial* to enter here into these questions. Let us lead *modest* and *irreproachable* lives, and avoid *illiberal* and *immoral* thoughts.

OMISSION OF *CON* AND *COM* PREFIXES.

244. The dot for the prefixes *con*, *com*, may sometimes be omitted without danger of illegibility. In the following words and a few others, the dot for the prefixes *con* and *com* may generally be omitted with safety.


| | | | |
|-------------------|---|---------------|---|
| Combine | ↘ | consequent | ∞ |
| combined | ↘ | conservative | ↘ |
| combination | ↘ | consider | ∩ |
| commandment | ↘ | considered | ∩ |
| communicate | ↘ | considerable | ↘ |
| company | ↘ | consideration | ↘ |
| comparative | ↘ | consist | ∩ |
| comparatively | ↘ | consistence | ∞ |
| complete | ↘ | consistency | ↘ |
| compliment | ↘ | consistent | ∞ |
| conceive | ↘ | consonant | ∞ |
| concern-ing | ↘ | consonantal | ↘ |
| concerned | ∩ | contemplate | ↘ |
| conclude | ∞ | contemplation | ↘ |
| conclusion | ∞ | continual | ↘ |
| confidence | ↘ | continue | ↘ |
| conjecture | ↘ | contracted | ↘ |
| conscience | ↘ | contrariety | ↘ |
| conscientious | ↘ | contrary | ↘ |
| conscientiousness | ↘ | convenience | ↘ |
| consciousness | ↘ | convenient | ↘ |
| consequence | ∞ | conversation | ↘ |


EXERCISE 64.


In this age of political freedom, men *combine* with *confidence*, and by *combined* efforts seek to promote the object for which their *combination* is formed. If unable to meet for *conversation*, they can exchange views, by means of the post, with *comparative* ease, and in *comparatively* little time on the subject under *consideration*. After full *contemplation*, and all to the *contrary* having been urged, they can come to a *conclusion concerning* any matter with great *convenience*, and without having to *communicate* personally. Even when they do not *conclude* the discussion in which they are *concerned* by this means, the *consequence* is not serious. Their leaders have the *consciousness* that the subject is no longer one of *conjecture*, and to a *conscientious* man this will give *considerable* pleasure. It would be well if all leaders would do their work with *conscientiousness*, and remember that the public *contemplate* with pleasure the *consistent* and *continual* discharge of duty. They should keep before their *conscience*, and ever *consider* the *commandment*, "Thou shalt not bear false witness," and only bestow a *compliment* where they *conceive* it can be given with *consistency* and is not in *contrariety* to the truth. If they do this, in whatever *company* they find themselves, whether *Conservative* or *Liberal*, the *consequent* result will be that they will *continue* to be *considered* men who will not utter a *convenient* falsehood, even though their popularity should be *contracted*. As our countrymen admire *consistence* in this matter, it is difficult to understand why they tolerate an alphabet, the *consonant* or *consonantal* part of which is so misleading. An alphabet should *consist* of letters each of which represents one sound only, and should be a *complete* phonetic alphabet. Such an alphabet is found in Phonography, and the *consequence* of the present *considerable* study of the art by all classes must lead to a *consciousness* of the *convenience* of an orthographic reform, *consistent* with spoken sounds. *Continual* use renders Englishmen less mindful than foreigners of the *contrariety* of the ordinary spelling, but if they give it quiet *contemplation*, or engage in *conversation* about it, they will have less *confidence* in the value of the present alphabet for the *complete* and correct representation of the English language.


INTERSECTED WORDS AND MISCELLANEOUS PHRASES.


245. Official titles, names of public companies, and any words or phrases that do not otherwise admit of brief easily-written forms may be abbreviated on the principle of intersection, that is, by writing some one prominent letter across another, or by writing the words in juxtaposition, as in the following examples. When the positions of the letters do not admit of intersection, the second letter is written under, or at the side of, the first.

Act of Assembly 


“ “ Congress 


Adams' Express Co. 


Agricultural Society 


American Bank Note Co. 


“ Express Co. 


Assembly Chamber 

At owner's risk 


“ sender's risk 

Bankrupt-cy 


Bill of lading 

Board of Aldermen 

“ “ Directors 


“ “ Education 


Capital punishment 


Capt. Caxton 


“ Reynolds 


Chamber of Commerce 

City and County of
New York 

City, County, and State
of New York 


Coal Co., Ltd. 

Col. Dixon 

Company's risk 

Conservative party 


Custom House 


Delivery office 


Democratic party 

Embankment 


Sea embankment 


Equitable Life Assurance Society 


Express Co. 


Farmer's Loan and
Trust Co. 


General Manager 


“ Scofield 

German American Insurance Co. 


High water mark 


House of Represent-
atives 


Internal revenue 


Last year's report 


Life department 


“ Insurance Co. 


Local Government Board 


Local traffic 


Major Jones 


Managing Director 


Manager's office 

Matter of form 


Mutual Life Ins. Co. 


National Bank of
Commerce 


National Express Co. 


New York Life
Ins. Co. 


Northern Pacific R. R. 


Passenger dept. 


People's party 

President of the U. S. 


Prohibition party 


Professor Morgan 


“ Thompson 

Quinquennial valuation 

Railroad // as in


Grand Trunk R. R. 


Republican party 


Senate Chamber 


Stock Exchange 

Union Trust Co. 

United States of America 
















“ “ Exp. Co. 

“ “ Senate 

Vice-President 

THE REPRESENTATION OF FIGURES.*

246. Many attempts have been made to utilise shorthand alphabets for the expression of figures, but there are several objections to this mode of representation. In the first place, it is easier to mistake one shorthand letter for another than to mistake the ordinary figures, which, being each composed of several strokes, are rarely liable to clash, and as great exactitude is especially necessary in dealing with figures, this is an important consideration. In the next place, alphabetic shorthand characters for figures resemble in appearance the other writing surrounding them, while the ordinary figures are so distinct in character that they readily catch the eye, and can be easily referred to when necessary. Although, therefore, the shorthand forms are briefer than the common figures, the latter are more definite and legible, and will be found far preferable for reporting purposes.

247. When several noughts occur, the number represented by them should be expressed in Phonography, thus: 30 ; 44 ; rather than 30,000, 44,000,000. "Thousand dollars" should be expressed by words, thus: 150  = \$150,000; 15  = \$1,500,000. This saves the writing of the noughts at the end, and the \$ at the beginning. In reporting, the following shorthand letters, written in the third position close to the figures, will be found useful:  *hundred or hundredth*, (*thousand*,  *million*,  *hundred thousand*  *hundred million*,  *billion*; as 3  3,000, 5  500,000, 1  100,000,000, 3  3,000,000, 7  700,000,000, 1  1,000,000,000.

*A more elaborate system of reporting figures, fractions, measures, etc., is given in "Technical Reporting," by T. A. Reed. 60 pages. Price, 40c.; cloth, 50c.; to be obtained from the publishers of this work.

248. In reporting sermons, indicate the Book or Epistle, Chapter, and Verse, in quotations from the Scriptures, thus :—Place the figure for the Book or Epistle in the first position, for the Chapter in the second position, and for the Verse in the third position ; thus, *Cor.* $\frac{2}{5}$. By this method the book, chapter, and verse may be written in any order by means of the figures only, and without danger of ambiguity.

EXERCISE 66.

The total area of the United States approaches in round figures 4 *million* (4,000,000) square miles, but of this aggregate over 55 *thousand* (55,000) square miles are covered by water. Its greatest length is 1,6 *hundred* (1,600) miles, and greatest breadth 2,7 *hundred* (2,700) miles. According to the census of 1889, the population approached 63 *million* (63,000,000), of whom the whites numbered nearly 55 *million* (55,000,000) and the colored the remaining one-eighth. The proportion of the sexes is 32 *million* (32,000,000) men and 31 *million* (31,000,000) women. In a single year the number of immigrants has been between 4 *hundred thousand* (400,000) and 5 *hundred thousand* (500,000). The entire strength of the United States Army is nearly 29 *thousand* (29,000) men, and the Navy is manned by between 8 *thousand* (8,000) and 9 *thousand* (9,000) men.

The net revenue of the United States has almost reached 4 *hundred million dollars* (\$400,000,000). In 1892 the net National Debt amounted to 801 *million dollars* (\$801,000,000). There was an expenditure for pensions in 1889 of 95,6 *hundred thousand dollars* (\$95,600,000); the cost of printing the Congressional Record is 250 *thousand dollars* (\$250,000).

In 1890 the mineral products of the United States included over 16 *million* (16,000,000) tons of iron ore, and in 1892 over 1 *hundred million* (100,000,000) tons of bituminous coal was produced, against over 52 *million* (52,000,000) tons of anthracite. The value of American gems in the rough state amounted in 1887 to 88,6 *hundred dollars* (\$88,600), besides gold quartz for specimens and gems, valued at 75 *thousand dollars* (\$75,000).

There are over 2 *hundred* (200) electric railways in existence in the United States, operating some 2 *thousand* (2,000) cars. In the New York Post Office the number of improperly addressed letters annually dealt with is over 6 *hundred thousand* (600,000), and of these over 5 *hundred thousand* are corrected and forwarded. Nearly 3 *hundred million* (300,000,000) items of mail matter are handled by carriers.

The minister's text was taken from the 1 St. John, 1, 9, 10 ; and he referred to the following passages of Scripture :—Isaiah, 49, 6 ; 1 John, 2, 8 ; Luke, 19, 14 ; Acts, 13, 46 ; and Romans, 8, 15.




























LIST OF REPORTING CONTRACTIONS.*



























(Words marked () are written above the line.)*
































| | | | |
|--|---|--------------------------------------|-------|
| Administrator | ✓ | circumstantial | ✓ |
| administratrix | ✓ | commercial* | ✓ |
| advertise-d-ment | ✓ | constitution-al | ✓ |
| agriculture-al* | ✓ | construction | ✓ |
| antagonist-ic-ism* | ✓ | contentment | ✓ |
| applicab ^{le} ility | ✓ | contingency | ✓ |
| appointment* | ✓ | controversy-sial | ✓ |
| arbitration | ✓ | covenant | ✓ |
| aristocratic-acy | ✓ | cross-examine-d | } * ✓ |
| archbishop | ✓ | cross-examination | |
| assembly ^{e-d} | ✓ | December | ✓ |
| astonish-ed-ment* | ✓ | defendant | ✓ |
| at ^{one} tainment | ✓ | deficiency | ✓ |
| bapti ^{ze-d} _{st-sm} | ✓ | degeneration | ✓ |
| benevolen ^t ce | ✓ | democra ^{cy} _{tie} | ✓ |
| benign ^{ant} ity | ✓ | description | ✓ |
| Cabinet | ✓ | dignity-fied | ✓ |
| Calvinism | ✓ | disappointment | ✓ |
| capable | ✓ | discharge | ✓ |
| Captain* | ✓ | disinterested-ness | ✓ |
| celestial | ✓ | displeasure | ✓ |
| certificate | ✓ | dissimilar | ✓ |
| characteristic* | ✓ | distinguish-ed | ✓ |
| circumstance | ✓ | Ecclesiastic-al | ✓ |
| | | efficient-cy | ✓ |




* The student will find in "Technical Reporting," 60 pages of Photographic Abbreviations for words and phrases commonly met with in reporting Legal, Scientific, and other Technical subjects.

| | | | |
|----------------------|---|--|---|
| entertainment | ↳ | inconsiderate | ↳ |
| enthusiasm-ast-astie | ↳ | inconsistency | ↳ |
| episcopal-ian | ↳ | indefatigable | ↳ |
| esquire | ↳ | indenture | ~ |
| evangelical | ↳ | independent-ce* | ~ |
| example* | ↳ | indescribable | ↳ |
| exchequer | ↳ | indignat ^{nt} _{tion} | ~ |
| executor | ↳ | indiscriminate | ↳ |
| executrix | ~ | indispensabl ^e _y | ↳ |
| expenditure | ↳ | individual* | ~ |
| expensive | ↳ | inefficient-ly-cy | ~ |
| extemporaneous | ↳ | inform-ed | ~ |
| extinguish | ↳ | inscribe* | ~ |
| extraordinary | ↳ | inscription* | ~ |
| extravagant-ance | ↳ | insignificance* | ~ |
| Familiar-ity | ↳ | insignificant* | ~ |
| financial | ↳ | inspect-ed-tion | ↳ |
| friendship | ↳ | insubordinate-tion | ↳ |
| Generalization | ↳ | insufficient-cy | ~ |
| Henceforth | ~ | intelligence | ↳ |
| holiness | ~ | intelligent | ↳ |
| Imperfect-ion | ~ | intelligible | ↳ |
| impracticable* | ↳ | intemperance | ↳ |
| impregnable | ↳ | investment | ↳ |
| imperturbable | ~ | January | ↳ |
| improbable | ↳ | journalism | ↳ |
| incapable | ↳ | jurisdiction | ↳ |

jurisprudence 
 Lieutenantcy 
 Lieutenant-Col. 
 Magnet^{ic}_{ism} * 
 majesty 
 manufacture-d 
 manufacturer 
 mathematic-s-al 
 mathematician 
 mechanic-al 
 melancholy 
 Methodism* 
 metropolitan 
 misdemeanor 
 mortgage* 
 Non-commis- } 
 sioned officer } 
 nonconformist 
 nonconformity 
 November 
 Objective 
 obscurity 
 observation 
 organize-d 
 organization 
 original 
 orthodox-y 

Passenger 
 perform^s_{ance} 
 perpendicular 
 perpetual-ly 
 philanthropy-ic 
 philanthropist 
 plaintiff s 
 plenipotentiary 
 prejudice-cial 
 preliminary 
 Presbyterian-ism 
 preservation 
 professional 
 proficiency 
 proportion-ed 
 proportionate 
 Recognizance 
 regeneration 
 relinquish 
 repugnant-ce 
 resignation 
 respectively 
 responsible 
 resurrection 
 revenue 
 Selfish-ness 

| | |
|---|--|
| sensib ^{le} _{ility}  | transcribe  |
| September  | transcription  |
| signification*  | transmission  |
| singular  | transubstantiation  |
| subscribe  | tribunal  |
| subservient  | Unconstitutional  |
| substantial  | unexampled*  |
| substitute  | unexpected-ly  |
| sufficien ^t _{cy}  | uninfluential*  |
| superscribe-d  | uninteresting  |
| superscription  | unquestionable-y  |
| suspect-ed  | unsatisfactory  |
| suspicious  | unselfish  |
| Tabernacle  | unsubstantial  |
| temperance  | Wonderful-ly  |
| thanksgiving  | |

In words ending in *-action*, *-action*, etc., omit *k* when the outline thus obtained is a convenient form, and does not interfere with any other outline. In words ending in *tive*, the *t* and *k* can both be omitted, thus: subjective (adding the *v* hook after the italic letter), abstractive, architecteive, circumspective, destructive, introductive, irrespective, obstructive, productive, perspective, prospective, protractive, respective, restrictive, retrospective. In other cases omit the syllable *-tive*; as, *defective* (df k), *prerogative* (pr r g). When *str* follows *mn*, it may be written thus,  *minist(r)y*,  *administ(r)ate*,  *demonst(r)ate*.

EXERCISE 67.

It is unquestionably a characteristic of modern journalism, and an indispensable condition of success, that every notable circumstance which happens in the commercial, the aristocratic, the financial, and the professional world, should be reported in a circumstantial, sensible, and intelligible manner, and at a length proportionate to its importance. A mere generalization will not suffice. The political department of a newspaper must contain intelligence relating perhaps to the construction of a new Cabinet, the unexpected resignation of one of its members, and the chances some other statesman may have of an appointment in the ministry as a substitute, and of thus obtaining recognizance of his services and a substantial political reward. The newspaper must give an intelligent description of the movements of our plenipotentiaries abroad and distinguished individuals at home (including those of Her Majesty, our constitutional sovereign), and prominent members of our aristocracy. Every political controversy must be touched upon with dignity. The condition of the national exchequer, the state of the revenue and expenditure, must each respectively be matters of observation. Extravagance or inefficiency in any public department must be exposed, and the writer should demonstrate that he is familiar with the topics he treats upon. If an imperfection, deficiency in the accounts, insufficiency of funds, or any other unconstitutional and unsatisfactory feature in a democratic or any political organization is detected, which renders it incapable of efficient work, it is an indispensable and unquestionable duty of the editor to discharge his responsible duty and inform his readers in a disinterested and independent manner of it, not seeking to distinguish himself, but heedless whether he provokes the antagonism and displeasure of the democracy or not. His disinterestedness and independence will unquestionably seldom go unrewarded.

Ecclesiastical matters should not be ignored in a newspaper. When such a contingency occurs as the death of an episcopalian archbishop, the claims to the vacant appointment of a dignified and capable ecclesiastic, noted for his imperturbable benignity, and likely to dignify the office and always act in a benignant manner, may justly be urged. Controversial subjects—such, for example, as the differences between Episcopalian, Presbyterian, Baptist, and other Non-conformist and Evangelical Churches, on such almost indescribable points as baptism, transubstantiation, atonement,

the *resurrection* of the material body, *regeneration*, *original sin*, what is or is not *antagonistic* to *orthodoxy* and *holiness*, the *transmission* of sin, national *degeneration*, and similar subjects, are best left alone in newspapers, whose writers generally have not *sufficient familiarity* with these matters to treat them with *efficiency*. It is *improbable* that a knowledge of the *celestial* regions would be assisted by such discussions. *Calvinism*, *Methodism*, *Presbyterianism*, and nearly all kinds of *Nonconformity* have done good, and it is *melancholy* work to encourage *perpetual* wrangles on Christian doctrines. Such conduct is almost a *misdemeanor*, and must be *antagonistic*, *unsatisfactory*, *repugnant*, and *prejudicial* to real *orthodox* religion. The press should be *incapable* of it; it should rather seek to *organize* schemes which will cause the different sects to *relinquish insignificant controversy* of this kind, and *assemble* together in *unselfish friendship* and *contentment*. If this unity and Christian *enthusiasm* could be brought about, many good and *benevolent* objects, such as the promotion of *temperance*, the abolition of *selfishness* and *intemperance*, the adoption of *arbitration* for settling international disputes, and other similar schemes of Christian *benevolence*, which many think at present *impracticable*, would soon be found easy of *attainment*, and those who advocate them would not be looked upon as solitary *enthusiasts*, many persons would soon become equally *enthusiastic*. Many a Christian *philanthropist* would be encouraged to greater efforts in *philanthropy* if the press took notice of and gave a kindly word to his self-denying and *philanthropic* efforts; it is wrong to ignore work of this kind.

Military *intelligence* claims notice in the newspaper. *Insubordination* of a *singular*, *extraordinary*, *unexampled*, and *unexpected* kind, which it is necessary to *extinguish*, is *suspected* in the army. The editor is *informed* that the *tribunal* before which the *insubordinate* was tried, acted in an *indiscriminate* manner; they *assembled* together with closed doors, and the facts of the case are veiled in *obscurity*. He thinks the reasons for this secret military *jurisdiction* are *insufficient* and *unsubstantial*, and believing a report would not be *repugnant* or *uninteresting* to those who *subscribe* to or *advertise* in his paper, his *preliminary* step is to send a reporter, of whose *proficiency* for the task he has no doubt, to interview the *Lieutenant-Colonel* or *Captain* of the regiment. The officers may be *selfish*, *inconsiderate*, and *suspicious* persons, who though they have no *substantial* grounds to *suspect* the reporter, nevertheless do so, and to his *aston-*

ishment, refuse him any *information*. Their reticence is *impregnable*. The reporter is naturally *indignant*, and feels the *disappointment* keenly: his *sensibility* is injured; but, if he is *indefatigable* in his calling, he must control his *indignation* and make his pride *subservient* to his judgment. He will perhaps discover an *uninfluential* personage—a *non-commissioned officer* perchance—and *cross-examine* and take down in shorthand all the *substantial* facts he can glean from his *cross-examination*. He must then *transcribe* all that is *applicable*, and send his *transcription* by the post-office telegraph to the office of his paper. Of course this is *expensive*, but it is an *investment* which pays. The *preservation* of the *independence* of a newspaper should be studied, and nothing *antagonistic* allowed to *prejudice* it. Incidents not very *dissimilar* to the one we have just related, occur nearly every month of the year—from *January* to *December*. In fact, last *September* or *November*, one something like it took place, but our readers will not be *astonished* if we *inform* them that a large *proportion* are hushed up. Military officials are frequently jealous of what they consider their *prerogative*; they seem to fancy that the publication of reports of their proceedings might be *introductive* of results which would prove *destructive* to discipline; consequently, they evince their *repugnance* by putting every *obstruction* possible in the way of reporters.

It will *astonish* most people to learn that the London newspaper press, which usually reports every dramatic *performance* and musical *entertainment*, *imperfect* and trivial though it be, and sometimes even reports lectures on *magnetism*, seems to consider pulpit discourses as of such *insignificance* that to notice them would be an unpopular feature. This is an *inconsistency*, the *signification* of which it is difficult to understand. One is almost led to think that journalists have entered into an *organized covenant* that religious services shall not be *advertised* by them. The late Mr. Spurgeon had great *magnetic* power over his congregation, but even his *extemporaneous* sermons, delivered at the *Metropolitan Tabernacle*, were *inefficiently* reported. The decorations at Harvest *Thanksgiving* Services sometimes have but a line or two given to them. *Henceforth*, however, we hope this will be altered, and so much *inefficiency* will not be exhibited in this respect. In America reports of religious matters are very far from being *defective*, and *advertisements* of religious services frequently appear in the columns of newspapers.

The press frequently *performs* good service both to the

manufacturer and the *mechanic* by directing their attention to the progress and *applicability* of *mechanical* skill as applied to new and *wonderfully* *manufactured* goods. Of late years there has been a *perpetual* increase in the *manufacture* of machinery employed in *agriculture*, as one may see if he will *inspect* the exhibits at *agricultural* shows. The *mathematic* exactness of the different parts of some machines is *wonderful*. An *inspection* of them shows that the designers must have been good *mathematicians*; their work is a good *certificate* of the *sufficiency* of their *mathematical* knowledge, for persons not well up in *mathematics* generally produce ill *proportioned* and *inefficient* machinery. It is not an *extravagant* statement to say that such men could raise a considerable *mortgage* on their brains.

Jurisprudence also claims attention in our newspapers. Curious cases are sometimes reported. Some time ago, Thomas Jones, *Esquire*, who at one time filled a *lieutenancy* in the navy, died; he had bequeathed his property to a distant relative, a clerk in the *passenger* department of a railway company. An *executor* or *executrix* was appointed to carry out the provisions of the will, and the *indenture* seemed valid. An *antagonist*, however, *unexpectedly* appeared: an action at law was brought by one of the other relatives of the deceased gentleman, who contended that the will was not properly *inscribed* and *superscribed*; it was clear, too, that the testator did not understand the *objective* case. The *superscription* was particularly faulty. The *plaintiff* was severely *cross-examined* by the *defendant*, but the Court gave judgment that the document was not legally executed, and appointed an *administrator* or *administratrix* to take charge of the property in dispute.

One of our public buildings inclines considerably from the *perpendicular*. This is noticeable to everyone who looks up to read the *inscription* over it.

COMPOUNDS OF *HERE*, *THERE*, *WHERE*.

249. Write the compound words, *here*, *there*, *where*, joined

to at, to, of, with, in, on, thus:

Here      


There      


Where      


LIST OF GENERAL PHRASEOGRAMS.

250. The following list, though extensive enough for ordinary reporting, is merely suggestive, not exhaustive. Additional phrases—the list being extended to above two thousand—are given in the “Phonographic Phrase Book” (30c.) The student should endeavor to grasp the principle of uniting words which will admit of easy recognition by the reader, rather than endeavor to commit phrases to memory. Thus, the contraction for *rather* (*r r*), ending with the hook *u*, represents *rather than*, omitting the first consonant of *than* (*th*). This phrase will naturally lead him to adopt *more than*, *sooner than*, etc. The first word in a phrase must occupy its own position, and unimportant words, such as *the*, *of*, *or*, etc., may be omitted; thus *on (the) other hand*, *for (the) sake (of)*, *in (the) way (of)*, *two (or) three*, *again (and) again*, *side (by) side*, *on (the) part (of)*, *face (to) face*; and words may be contracted; thus, *Prime Minister*, *my brethren*.

ABLE to make 

ABOVE the 


Absolutely necessary 


ALL its 

all its bearings 

all men 

all that has been 

all that is said 


all that is to be 


all that you can 

all the 

all these 

all times 


all your own 


AND all 

and as if 

and believe 







and complained 








and composed 













and have been 




























and have done }
 and have their }
 and in ~
 and is not ~
 and need not ~
 and never ~
 and that ^
 and the ^
 and the contrary ↗
 and the present ↗
AS far as ~
 as good as ~
 as if there ~
 as long as C
 as many as possible ~
 as much as ~
 as soon as ~
 as soon as possible ~
 as the
 as to
AT last ~ (In *at least* in-
 sert the vowel.)
 at their ~
 at the present day ~
 at some time ~
 because it is ~
BY means of ~

by them ~
 by which they are ~
 City of London ~ (and so with
 other places)
COMMON-PLACE ~
DAY after day ||
 from day to day || (and so
 with other similar phrases that
 admit of being thus written.)
FOR ever ~
 for his ~
 for his own sake ~
 for instance ~
 for my own part ~
 for the ~
 for the most part ~
 for the purpose of ~
 for the sake of ~
 for this reason ~
 free trade ~
 free trader ~
 freedom of trade ~
FROM me or my ~ (In
 from him insert the vowel of him.)
 from the ~
 great deal ~
 great extent ~
 great many ~


HAVE had 
 have not 
 having regard to the 
HE has been 
 he is (or *has*) not 
 he would no doubt  (Al-
 ways join the vowel in *no doubt*,
 to keep it distinct from *indeed*.)


hon. gentleman 
 honorable member 
 hon. and learned member 
 hon. member for Bristol 
 House of Commons 
 House of Lords 
 House of Parliament 

HOW are 
 how could you 
 how many of such 
 how must 
 how will they  (
I admit 
I am glad 
I am certain that you are 
I am inclined to think 
I am very glad 
I believe 
I can 


I cannot do 
I dare say 
I did not 
I expect 
I fear you will have 
I fear you will think me 
I go 
I had 
I had not 
I have been 
I have been told 
I have done 
I have had many 
I have indeed 
I have said 
I have suggested 
I hope 
I hope you are 
 „ you are satisfied 
I hope you will 
I know that you may 
I know they will 
I may (or *am*) 
I may as well 
I may be told that 
I may not be 
I may perhaps be 


| | |
|--------------------------|---------------------|
| I must be | if those who can |
| I must see | if there is |
| income-tax | if there is to be |
| I need not | <i>IN</i> any |
| I need not point out | in all |
| I never | in all respects |
| I shall | in all their |
| I shall be | inasmuch as |
| I shall esteem | in comparison with |
| I shall not | in consequence of |
| I think | in fact |
| I think it is impossible | in its |
| I think so | in like manner |
| I think there is | in my |
| I think there will | in my opinion |
| I will | in order to |
| I will not be | in proportion |
| I will say | in reference to |
| I will try | in regard to |
| I wish it | in relation to |
| I wish there | in respect to |
| <i>IF</i> ever | in so many |
| if it is said | insomuch as |
| if it be not | in such |
| if such | in such a manner as |
| if that | in support of |
| if the | in the first |


in the first instance 

in the first place 

in the main 


in the next place 

in the second place 


in the third place 

in the last place 

in the same 


in their 

in this country 

in this instance 


in this neighborhood 


into the 


in which it has appeared 


It is to 

is the 

It can 


it could not be 

it has been 

it has been suggested 

it is impossible 


it is many 


it is most certainly 

it is most important that 



it is my opinion 


it is necessary that 


it is no 


it is not so 


it is quite certain that you should


it is surely  

it is said that 

it is well known 

it may 


it seems impossible 


it seems to me 


it would not 

Ladies and Gentlemen 


member of Parliament 


more and more 


my dear sir 


my dear sister 

my fellow citizens 

my own opinion 

of course it is 

„ „ it is not expected 

of course they will 

of course it will not be 





of his 

of importance 

of it 

of its own 

of life 

of many of them 
 of such as have 
 of them {
 of this = {
 of this subject {
 of which /
 of which it has been {
 of which it must be {
 of which you will {
 ON account of their {
 on his own {
 on my part {
 on the {
 on the Committee {
 on the contrary {
 on the other hand {
 on the present {
 on the part of {
 on their own {
 on this account {
 on this point {
 Parliamentary Committee {
 peculiar circumstances {
 „ „ of the case {
 per annuū 
 per cent 

point of view {
 political economy {
 present circumstances {
 present state {
 Prime Minister {
 Secretary of State {
 SHALL be {
 shall have {
 SHOULD be able to {
 should have {
 should not do {
 should not have been {
 should not think that {
 should the {
 should think {
 SO as to {
 so as to be {
 so as to receive {
 so many as {
 so that {
 so that it is impossible {
 so the {
 so there is {
 THAT have {
 that is {
 that it may as well {

that such /

that the '

that they {

that which has been }

„ you will have no ~

THE, as a short downstroke,

may be joined to

| | | | |
|---------|---------|---------|----------|
| After | believe | neither | thus, to |
| all | by | nor | towards |
| among | either | not | under |
| are | for | of | upon |
| as | have | send | were |
| be | if | should | when |
| because | in | that | where |
| been | is | think | with |
| being | make | this is | without |

and, as a short upstroke, to

| | | | |
|---------|------|---------|-------|
| Above | even | see | was |
| at | from | so | what |
| before | had | than | which |
| between | how | there | would |
| but | into | through | |
| during | say | unto | |

The tick *the* (/) is not used initially
BEFORE another word, but only
when medial or final.

THERE are)/

there can)_

there could not be ~

there is)

there could not have been ~

there is another fact)_

there is another point ~

„ is another subject ~

there is no more ~

there seems to be ~

there were ~

there were some }

there would be }

they are not)

THOSE who can _*THOUGH* there is (

till it has been }

TIME to time ~*TO* a great extent ~ (To

may be joined to verbs beginning
with *m*, the upward *l* or *r*, the
circle *s*, or a letter of the *kl, kr*
series.)

to as many as ~

to be able to ~

to be able to make ~

to become ~

to be saved ~

to church ~

to do ~

to do something ~

to have ~

to it ~

to love ~

to many of those who ~

to me ~




























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

























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EXERCISE 68.

A large number of examples of the use of phrases are furnished in the following Exercise. After writing the exercise from dictation, the student should compare his notes with the text, in order to ascertain what phrases he has omitted to employ. This practice may be usefully repeated several times.

All-men are able-to-agree on-this-point that notwithstanding what we-are able-to-do in-it, life is short and transitory. To-be able-to-think and act aright, it-is-absolutely-necessary that men hold correct views. By all-means strive to-be useful. All-right thinking persons in-all-states-of-life, and all-stations of society find happiness in well-doing. Almost any-person can-be happy in this life, always-excepting the selfish individual. And-as a man can choose for-himself, and-as-it-is-in-his-power to-do good or evil, and-as-he-is endowed with reason, he-can-be happy himself, and-have-the satisfaction of-promoting the happiness of-others. And-this-the lives of-good-men demonstrate; and-this-is, and-under-the-circumstances must-be a comfortable reflection, and-we should,therefore, strive as-far-as-possible to-be as-good-as we-can and to benefit as-many-of-our fellow-beings as-we-can, so-that at-last by-means-of-our-endeavors we-may leave-the world better-than we-found it.

It-is foolish to-make false statements, for even if-we-are for a time believed, we-cannot-be happy for-fear-of-some-persons not-being-satisfied and asking for-further-particulars. Whether for-great or-small matters it-is-best-to-tell-the-truth: who for-his-account tells lies will-find in-the end that it-is-not for-his-advantage, for-his-appearance will soon excite suspicion. For-his-own-interest, and for-his-own-sake a man should-be truthful. Most of us have-seen-instances-of-this. We-have-had many-instances-of-it. For-example, few have-seen deceitful men respected or regarded for-their-opinions.

James-Smith is a meek man. He-has-been always opposed to standing armies, and he-would-no-doubt abolish the navy. I should like to-hear more from-him, from you, and-from-your-friends on-this subject. How-are-we to-manage without trained defenders? How-are-we to-prevent invasion, and how-can-we protect our lives and homes? Though I-admit the blessings of peace (and-I-have-done-so on all-occasions) I-fear that-it-would-be rash for-any-nation to-throw-down its arms at-present. I-think-if-we-are to abolish war, and-if-such a thing

is possible, it-must-be brought about by united action. If-you, and your-friends will advocate peaceful measures on all-occasions, and-in-such-(a)-manner as-to-bring pressure to bear upon representatives, I-have-no-doubt that something may-be-done in-this-respect. In-my-opinion there-should-be a council of nations in-order-to create an international court of arbitration, and-if-this-were-done it-would-be in-all-respects satisfactory to all-persons. The blessings of peace would then be enjoyed not-only in-this-neighborhood and-in-this-country, but in-fact by-the world at large.

Is-it-likely, is-it-possible that law and order can exist without taxation? Is-it-the duty of a citizen to avoid taxation? Is-it thus an honest man can act? Is-not taxation indispensable? Is-this-not self-evident? Is-it not true that many-persons evade taxation, and-is-not-this very dishonest? I-do-not like-the Income Tax. It-is-most-certainly true that-it-has objectionable features, and it-is-well-known to-be unfairly levied. It-is-my-opinion that-it-is-impossible for a good-man to evade this-tax, but it-seems-to-me that many-persons envy those-who do.

My-Dear-Sir,—It-is-well to know how to address people. When writing to a friend, you-should commence "my-dear-friend;" when to a brother, "my-dear-brother;" in addressing a married lady whom you well-know, "my-dear-madam" is correct. Of-course, a letter to-your-mother always begins with "my-dear-mother," and to-your-sister "my-dear-sister." My father was fond (of the) phrases "my-good-friend," "my-good-sir," and "my-fellow-citizens."

To rid our language of-its irregular orthography would-be of-itself a great-blessing, and an act of love to-our children. On-their-account alone some reform should-be attempted. On-this-point I-shall-not on-the-present-occasion enlarge, but I-shall, nevertheless, do my best to-promote this-object, and shall-endeavor to make converts to-my view. I-shall expect opposition, but I-shall-give little heed to-it and shall go as-far-as I can in-its support. It-is-in-the-power of-man to-give but a smattering of-many-things in our elementary schools on-account (of the) time wasted in acquiring reading. This was-the experience of my schoolmaster, and of-most others. He-was possessed of-perhaps more-than average abilities, master of-several languages, and-the possessor of-some very varied knowledge, but-his spelling was wretched. In phonetic-spelling he-would-have heard of-something-to-his-advantage. Of-such-men it-cannot-be-said that-their faulty spelling is due to stupidity; of-that I-am-certain.

Protestants should never forget Queen Elizabeth. Catholics may consider her to have been hard to their religion, but they should nevertheless remember the provocation she received, and should not entirely condemn her. Her popular title, "Good Queen Bess," ought to convince us that her subjects loved her, should nothing else do so, and our minds should only be swayed by trustworthy evidence like this. Should this be disputed, should these facts be denied, and should those who dislike Queen Elizabeth refuse her the credit she is entitled to, we should think it impossible that such persons should understand history. Should we not lament this, since it blinds their judgment, and since no doubt they lead others astray?

Do what good you can; so may you find real happiness, and so might countless others. So must those who value nothing so much as a good name, for there is no way so sure as this of getting one. Other ways have been tried, but always failed, so that there has been proof (of the) truth of my statement. Indolence has never made men happy. So was it in all times, so will it continue, and so would we wish it to be. You will not find happiness in indolence, for so you are breaking Nature's law, and so you must reap misery. I am forced to that conclusion, for that does not seem unlikely. There have been some idle men that have been happy, but that is only the exception to all that has been given as a rule.

Carlyle and Macaulay have shown their reasons for believing Cromwell to have served his country well, and I would say to those who can do so, read these authors carefully. I trust there are not many who will condemn him, and that they are not influential, for there are now better means of judging his conduct. There are persons who do so—there are some who censure him; but there are those who think for themselves, and these see that Cromwell was a great Englishman. To (a) great extent there has been misconception of his character. There has never been a man more maligned, but there has no doubt lately been a change. There has now arisen an eloquent defender of Cromwell—there have been many such, and there is another proof that truth will come uppermost. I think there is as much cause to revere Cromwell's memory as that of many of our rulers; there is certainly more than for most of them. There is little good to be said of some English sovereigns; there is much for Cromwell. There is need of resolute government sometimes, and there is never fear of its being abused when men like Cromwell are at the helm. There is no doubt of this.

























































Till-you learned Phonography, you-were, perhaps, to-some-extent ignorant (of the) uses to-which-it-may-be turned to-account and to-advantage. The time required to-learn-the system you thought likely to-amount to-something considerable, and-the benefits to-be gained did-not appear enough to-assure-you that-it-was worth the trouble. To-be-able-to-write shorthand you considered would-be advantageous, but you-could-not bring yourself to-believe you-could master the system. Was-not that so? Depend upon-it, you-were to-blame for underrating your abilities. We-are-certain, for-we-have-reason to know, that none need despair of-success in-Phonography. What-can-be-the reason (of the) great-sale (of the) text-books if-it-is-not-the simplicity (of the) system? When-we-think of-it, what-could-be more convincing?

The measures for-the-promotion of temperance which-have often been proposed in-the-press, and which-have-been brought before Parliament, but which-have-not passed, are numberless. The compulsory abolition (of the) Liquor Traffic is a remedy which-is vigorously pushed forward by-the United-Kingdom Alliance, which-is-no-doubt an influential body, and which-is-not-only desirous of-closing public-houses but averse to compensating their owners. Compensation is a policy which-is-often discussed, which-is-sometimes designated a robbery (of the) rate-payers, but which-is-the scheme favored by-many statesmen, and which-is-thus entitled to-consideration.

While systematic obstruction in-Parliament continues, nothing can-be-done. Steps should-be taken to alter this, for who-are-they who-come forward to-waste the time (of the) House-of-Commons? They-are men who-cannot have-the interests (of the) nation at heart. No-one who-has would act in-this-(man)ner. Any Member who-has offended in-this-way should-be exposed, and any elector who-has-the opportunity to vote against such a person should-not refrain from using it. I-trust parliamentary obstruction will soon cease, or-the nation will-have few reforms.

Wilberforce's biography may-be-read with-advantage. In 1788 he commenced his agitation, and-with each succeeding year his convictions with-regard-(to)the Slave-Question were strengthened. Mr Clarkson with-even an equal zeal supported Wilberforce, and with-one-mind and-with-one consent they labored together. Mr. Fox's labors deserve praise, and-with-reference-(to)this Wilberforce bears honorable testimony.

BUSINESS PHRASES AND CONTRACTIONS.

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| balance sheet |  | directors' report |  |
| be good enough |  | discount for cash |  |
| best of my ability |  | Early attention |  |
| best quality |  | early considera- |  |
| bills of lading |  | tion |  |
| by goods train |  | early reply |  |
| by his request |  | enclosed letter |  |
| by letter |  | enclosed please |  |
| by my letter |  | find |  |
| | | Facts of the case |  |
| | | faithfully yours |  |
| | | few days ago | |

financial affairs



first instant



for their interest



freight train



from my last



from the enclosed

letter



from the last re-

letter



fully considered

port



further consideration



further particulars



Goods not to

hand



great disappointment



gross receipts



I am directed



I am directed to state



I am extremely sorry



I am in receipt of

your letter



I am obliged



I am rather surprised



I am requested



I am requested to state



I am very sorry



I am very sorry

that you should think



I beg to enclose



I can assure you



I do not understand



I enclose account



I enclose cheque



I have no objection



I have received



I have the honor



I have to inform you



I shall be obliged



I shall be pleased



I shall expect



I thank you



I will consider



I will endeavor



if we understand



if you will oblige



in consideration



in exchange



in the course of a

few days



in my last letter



in my letter



in reply



in reply to your letter



in the matter



into the matter



in this case



it gives me great

pleasure



in which you will see



in your last letter



in your letter



in your reply



in your reply to

my letter



Just possible



just received



BUSINESS LETTERS.*

1.

MR. CHAS. ANDERSON,

1001 Fifth Avenue, New York City.

Dear Sir:—I regret that I am compelled to return your check for \$50.00, being 10% on your application for "Hecker" Preferred. The applications were largely in excess of the amount offered. I secured some in my own name and would have let you have the amount desired, but it was all sold on Saturday. Should I be able to secure any, I shall be pleased to set aside five shares for you. Thanking you for past favors,

Yours respectfully,

2.

MR. JOHN ROBB, Altoona, Pa.

Dear Sir:—Promptly upon receipt of this letter, cancel policy 428967 Wilson Bros., and re-write for an amount not exceeding \$1,500. Unless you can do this and have a daily report in this office by Sept. 11th the day insurance goes into force, please retire us altogether from the risk.

Yours respectfully,

3.

MR. B. H. HOWLAND,

118 West 69th Street, New York City.

Dear Sir:—Your favor of Sept. 14th received, and we have sent you the cord of pine and oak kindling wood as ordered. In relation to the hickory wood, you may remember that you wrote us on the 4th of last January, asking us to put two cords of hickory wood in your cellar during the summer. We have been waiting till we commenced to move our selected stock from the country. The first shipment we are hauling to-day.

Unless otherwise advised we will select you two cords or more if you desire, and put it in your cellar this week. The price will be the same as last.

Very truly,

* For additional practice the student is referred to "Business Correspondence in Shorthand," containing ACTUAL letters dictated in American offices. Keyed in ordinary type, and the matter divided into sections for testing of speed in shorthand or typewriting. 40 pages in cover. Price, 30 cents.

4.

MR. H. CLARK, Providence, R. I.

Dear Sir:—We have a vessel load of pine wood here to-day of about the size required at your dock. If you can take the wood which we are under contract to furnish you, we should be very glad to deliver it just now.

The object of this letter is not to hasten you at all, but to guard against the possibility that when you need wood we might have great difficulty in getting a vessel small enough to come to your dock. We will send the vessel down Monday morning if you desire to take it. Please answer by return mail and oblige,

Yours respectfully,

5.

MR. JOHN JONES, Chicago, Ill.

Dear Sir:—Mr. George Adler handed us your letter to him of the 13th inst., in relation to the claim against the Insurance Co. We have inquired of a member of the late firm of Crockett & James, as to the authority of Mr. Taylor to make the draft for one hundred dollars in favor of the Insurance Co. We are advised that the clerk had no such authority, and that the Insurance Co. cannot possibly succeed in deducting the amount from the account due by them.

At the same time if there is to be any litigation about the matter, we prefer to let it go. Our reason for making this statement is, that the expense of contesting the matter will be so considerable, that in view of the amount involved it will be hardly worth while to continue the prosecution. At the same time we urge you to make an adjustment of the matter with the Insurance Co. so that at any rate you will receive from them an amount sufficient to pay your and our fees.

Yours respectfully,

6.

MR. JOHN BROW, Washington, D. C.

Dear Sir:—We have your endorsement under policy 329767, and beg you will have the kindness to pay the *pro ratu* return premium to-morrow and retire our policy. We have this risk marked to drop at expiration, and, as

you will have to provide for it elsewhere, you might as well do it to-morrow as a few days later. Please give this matter your prompt attention.

Yours very truly,

7.

MR. JOHN LOUIS, 1000 Broadway, New York City.

Dear Sir :—Enclosed please find the original mortgage made and executed by John Davis to you, to secure the payment of the sum of five hundred dollars, a copy of which was this day filed in the office of the Register of the City and County of New York, as required by law. You understand that the chattel mortgage must be renewed within thirty days previous to the 17th day of June, 1889, together with a statement signed by you, showing the amount that may be due at the time that you renew the mortgage. This must be done every year until the mortgage is paid. Kindly acknowledge receipt and oblige,

Yours very truly,

8.

MR. L. E. BROOKS, Washington, D. C.

Dear Sir :—Your favor of March 19th enclosing report for week ending March 17th just received. The provision in the contract to which you object, was put there as much for the benefit of our representatives as for our own. We are old book canvassers, and experience has abundantly taught us that far more sales can be made and far more satisfactory, if an agent is canvassing one or two books than if he is canvassing more than that number; however, you can make the experiment if you desire, but if it prove a failure, as it is almost certain to do, we will have to repeat the old hackneyed phrase, "we told you so."

Very truly yours,

9.

MRS. HILL, Red Bank, N. J.

Dear Madam :—In reply to your favor of the 20th inst., the goods reached us safely, and the suits ordered were forwarded by express on the 22d inst. We beg to say that your order for shoes is rather indefinite, and we are unable to tell exactly the styles you desire. We have

mailed to you under a separate cover a copy of our catalogue to which we refer you for prices and description of our shoes. Kindly make a selection of the styles you prefer. Trusting this delay will not inconvenience you, we are,

Very truly yours,

10.

THE SCRANTON COAL CO., Scranton, Pa.

Gentlemen :—Confirming your communication of this date, we would thank you to take up a boat, and ship upon our bill of lading a cargo of Highland stove coal to New York Condensed Milk Co., Passaic, via Port Morris & Harlem R. R., for our account. We would like this coal shipped promptly.

Very truly yours,

11.

MR. JAMES QUINLAN,

1246 Sixth Avenue, New York City.

Dear Sir :—To your favor of the 8th inst., I would say that I do not recollect ever having informed you that the property corner of Third Avenue and 11th Street was sold by me to James Rush instead of to Mrs. Caroline Powers. I might have written you that James Rush, who is acting for Mrs. Powers, who is at present in Europe, will pay the interest on the property.

Yours respectfully,

12.

THE EUREKA MANUFACTURING CO., Cincinnati, O.

Gentlemen :—Your favor of the 17th relative to Mr. James Morrello of Rio Janeiro, to hand and carefully noted. Replying to your inquiry we beg to state that we consider Mr. Morrello a very desirable party to have business with.

Our methods have been to ship to parties in South America upon his order, and cashing the drafts here in New York and paying him a commission. Our dealings with him have extended over a period of six years, and have been most satisfactory. We should not hesitate to extend to him quite a large line.

Yours very truly,

MR. JAMES CAMERON, Albany, N. Y.

Dear Sir:—Referring to your letters and telegrams, the receipt of which was acknowledged yesterday, we regret that we are obliged to delay your advertising, and our only reason for doing so is that it seems to be for your advantage that we should.

The advertisement sent us occupies considerably more space than you have stipulated; too much space, in fact, to enable us to cover the country as it should be covered for the amount of your remittance.

If, however, you decide that proof No. 1 inclosed herewith, is to be used, we will proceed to give you what we consider best service for the money, but we favor cutting down the advertisement so that it will go in less space, and suggest copy No. 2 as a substitute. This letter is sent under special delivery stamp and ought to reach you promptly. Telegraph us your desire in the matter.

Yours very truly,

LAW PHRASES.

| | |
|-------------------------------|--------------------------|
| Actual damage | by this action |
| articles of agreement | “ “ court |
| as to the matters | called for the defendant |
| “ “ these matters | “ “ “ plaintiff |
| “ “ those “ | “ in his own behalf |
| Bankruptcy Court | Central Criminal Court |
| before him | Chancery Division |
| “ me | circumstantial evidence |
| beneficial estate | Circuit Court |
| “ interest | Common jury |
| bill of sale | “ law |
| breach of promise of marriage | County Clerk |
| | “ Court |

County Treasurer 7
 Counsel for the defence 7
 " " " defendant 1
 " " " plaintiff 5
 " " " prisoner 7
 " " " prosecution 7

Court of Appeals 7
 " " Bankruptcy 7
 " " Chancery 7
 " " Claims 7
 " " Common Pleas 7
 " " Equity 7
 " " General Sessions 7
 " " Justice 7
 " " Record 7
 " " Special Sessions 7

criminal jurisprudence 7

Deed of settlement 7

" " trust 7

defendant's testimony 7

direct evidence 7

" examination 7

District Attorney 7

" Court 7

Ecclesiastical Court 7

equity of redemption 7

Federal Court 7

fee simple 7

fiduciary capacity 7

final decree 7

for defendant 7

" plaintiff 7

" this action 7

" " court 7

General term 7

gentlemen of the jury 7

goods and chattels 7

government securities 7

gross receipts 7

Habeas Corpus 7

heirs, executors, administra-

tors, *and* assigns 7

heirs, executors, administra-

tors, *or* assigns 7

In this action 7

" " court 7

" witness whereof 7

interlocutory decree 7

international law 7

interstate commerce 7

" " commis-

sion 7

Joint stock 7






" " company 7

judicial sale 7

Justice of the peace 7

Last will and testament 7








| | |
|-------------------------------------|--|
| learned counsel for the defence | Of this agreement |
| learned counsel for the defendant | “ “ court |
| learned counsel for the plaintiff | objection sustained |
| learned counsel for the prisoner | offered in evidence |
| learned counsel for the prosecution | originating summons |
| learned judge | Party of the first part |
| legal estate | “ “ “ second “ |
| letters of administration | Patent office |
| letter's patent | penal offence |
| letters testamentary | Petit jury |
| life estate | plaintiff's case |
| Malice prepense | “ counsel |
| manslaughter | “ testimony |
| marine insurance | “ witnesses |
| may it please the court | police court |
| “ “ “ your Honor | power of attorney |
| memorandum of agreement | preliminary injunction |
| my learned friend | prisoner at the bar |
| Next of kin | Probate, Divoree, and Admiralty Division |
| No, sir | Quit claim |
| notary public | Rebutting testimony |
| Of this action | re-cross examination |
| | reversionary interest |
| | right of way |
| | Solicitor of patents |
| | special jury |

summary proceedings Supreme Court Tax deed that this action " " court 

testimony of the defend-

ant 

testimony of the plain-

tiff trust funds Verdict for the defendant " " " plaintiff " of the jury Vice-Chancellor voluntary conveyance Ward of the court warrant of attorney without prejudice wrongful possession Yes, sir your Honor 

LEGAL CORRESPONDENCE.

1.

MR. G. H. MULLER, Lowell, Mass.

Dear Sir:—Your letter of July 15th duly received. We have not as yet examined Charles Spencer in supplementary proceedings. We shall, however, obtain an order and cause him to be examined. The very fact that he is employed as an excise inspector, leads us to suppose that the judgment cannot be collected. We cannot, as you undoubtedly are aware, levy upon his salary, and therefore the prospects are not very bright for a collection.

Very truly yours,

2.

MESSRS. E. BROWN & Co., Kansas City, Mo.

Gentlemen:—As further consideration for the execution by you of the agreement with you, dated this day, I hereby promise and agree to pay out of the proceeds of the collections of the outstanding accounts, which will be intrusted with me for collection, an amount equal to one-half of the sheriff's fees, which have been incurred by reason of the attachments and executions issued in the actions commenced by you.

Very truly yours,

3.

MR. H. HAMBURY, New York City.

Dear Sir:—Early in the week we procured an order for the examination of Charles Stevens, in supplementary proceedings upon the judgment obtained by you. The order was returnable this A.M. at 10.30. We attended at the examination, and after proceeding with the same for an hour, Mr. James agreed that if the examination was adjourned for a month, that he would, within a week, send me a check for \$75 on account, and shortly thereafter would settle the judgment. Your Mr. Johnson informed us that if the matter could be finally closed, a concession would be made to Mr. James upon the amount evidenced by the judgment, and in order to procure a settlement of the same, we communicated that fact to him. As soon as the check is received we will forward it.

I return to town this A.M., and have not as yet received

anything by way of information that is important, in regard to Mr. Smith.

I telephoned this morning to Judge Gilbert, and he answered that Mr. Smith had written him a letter saying that he was ill, and asking him to come to the house, which he refused to do. He further says that he expects to see him on Monday. Yours very truly,

4.

Mrs. H. A. BOYD, 1111 East Street, New York City.

Dear Madam:—The administrator and administratrix of the defendant acknowledge the circumstance that they have advertised in a commercial paper for the last week of December the goods, chattels and credits of the plaintiff, both domestic and otherwise, in the establishment of the deceased individual. The character of the goods was altogether satisfactory, several articles naturally bringing high prices, and probably the prospects for the heirs of the deceased are rather more than expected, especially owing to the essential facts that the executor and executrix will mortgage the property. The indenture of mortgage will immediately be executed, and inasmuch as the architecture is of the old Catholic style and not original, will fetch a good price and we have no doubt surprise the undersigned, for which we should be thankful. We understand, or rather understood, that a welcome subscription for the stranger by several revered, respected and popular gentlemen is to be made. And to our knowledge there is no objection or reason why we ourselves should not perform some kind act, the performance of which in this peculiar case, notwithstanding the mistake made by the majority, will meet with great satisfaction. They say the eldest child comes of age in September. This subject together with whatever follows, and whenever it may happen, will give the administrator no trouble in the regular course of things.

The phonographer took phonographic notes at the death of the testator. They have been published in a remarkable publication which is represented by a representative of the republic. Nevertheless we shall call a meeting of the executors, nothing happening to the contrary, by November, when everything will be settled.

Yours respectfully,

PRACTICAL HINTS IN LEGAL WORK.*

HOW A LAWSUIT IS BEGUN AND CARRIED ON.

THERE are several words used in speaking of a lawsuit, namely "action," "suit," "proceeding," "cause," etc. These words have slightly different shades of meaning, but are generally used synonymously.

There are also different kinds of lawsuits. These may be divided into two large classes, criminal and civil actions. The first of these relate absolutely to the committing of some crime, while the latter embrace only such cases as relate to the settling of a matter in connection with which no crime or criminal intention is charged.

Let us suppose that A has sold a parcel of goods to B on credit. At the proper time an account is rendered. Instead, however, of promptly paying for them, the purchaser neglects this important duty, and after many futile attempts to collect the amount, as a last resort, A seeks the advice of a lawyer. If the latter deems the facts in the case sufficient to promise a successful issue in favor of A, he assumes the conduct of the case upon payment of a "retainer," according to Blackstone "a fee paid to engage a lawyer or counsellor to maintain a case or prevent his being employed by the opposite party." Upon the payment of this retainer, which may vary in amount from twenty-five dollars up to many thousands, A becomes the lawyer's "client," while the lawyer is known as A's "attorney" or "counsel."

After stating the facts of the case to his attorney, the latter proceeds to "draw up" or "draft" the first necessary document in the case. This document is known as a "complaint," and embodies, besides the name of the

* Specially written for this work by W. L. Mason, Principal of the Metropolitan School of Isaac Pitman Shorthand, 95 Fifth Avenue, New York.

court in which it has been decided the case shall be brought, and the names of the parties to the suit (all this being technically known as the "title"), the facts upon which the proceeding is to be had, ending with a "prayer" for judgment and the name and address of the lawyer.

Following this comes the sworn statement, or "verification," of the plaintiff, which he himself must sign before a "notary public," who testifies that the verification has been made in due form.

Following is a form of complaint as commonly used in New York, and in the majority of the States.

SUPERIOR COURT OF THE
CITY OF NEW YORK.

MARY A. MOORE and ALBERT H.

MOORE, her husband,

Plaintiffs,

against

JOHN WILLIAMSON,

Defendant.

The plaintiffs, for a cause of action against the above named defendant, respectfully show to this Honorable Court and allege as follows, to wit:

First: That at all times hereinafter alleged, the plaintiffs were and still are associated together as co-partners doing business in the City of New York, under the firm name and style of M. A. Moore and Company.

Second: That at the city of New York, between the 4th day of June, and the 8th day of November, 1881, the plaintiffs at the request of said defendant, and upon his promise to pay for the same, sold and delivered to said defendant, upon ten days' credit, certain goods, wares and merchandise of the agreed value of nine hundred

and seventy-two dollars (\$972.00), and that no part thereof has ever been paid by the defendant.

Wherefore: These plaintiffs demand judgment against said defendant for the sum of nine hundred and seventy-two dollars (\$972.00) with interest from the 8th day of November, 1881, besides the costs of this action.

(Signed) JOHN T. JONES, *Plaintiffs' Attorney*,
17 Bank St., N. Y.

CITY AND COUNTY OF NEW YORK, ss.:

A, being duly sworn, deposes and says: that he is the plaintiff herein; that the foregoing complaint is true of his own knowledge, except as to the matters therein stated to be alleged on information and belief, and as to those matters he believes it to be true.

Sworn to before me this }
..... day of 18 }

The paragraphs in a complaint, if more than one, after the introductory paragraph, are numbered, the paragraph beginning "Wherefore" being called the "prayer." The words at the beginning of the verification,—“City and County of New York,”—are known as the “venue,” a Latin word meaning the place where, or the locality in which, the action is brought. The letters SS, are an abbreviation of the Latin word “Scilicet” and mean “to wit,” or “namely.” They must always be inserted, as in most States their omission renders the verification void. Every verification must end with the “jurat” (oath) “Sworn to before me,” etc.

Of this complaint three copies are made, one of which is sent to or “served upon,” the defendant’s attorney; one filed with the court in which the action is brought, and the other retained by the plaintiff’s attorney. It is customary to fasten each copy of the complaint in a “cover,” or piece of paper a little wider and longer than the legal paper upon which the document is written,

and on this cover is endorsed the title of the case, the name of the document, and the name of the plaintiff's attorney with his address. With the complaint, however, there must be bound into this cover another document known as a "Summons," the form of which is substantially as follows :

.....COURT.

| | |
|--|---|
| <i>Plaintiff,</i>
<i>vs.</i>
<i>Defendant.</i> | } |
|--|---|

TO THE ABOVE NAMED DEFENDANT :

YOU ARE HEREBY SUMMONED to answer the complaint in this action, and to serve a copy of your answer on the plaintiff's attorney herein, within — days after the service of this summons, exclusive of the day of service, and in case of your failure to appear or answer, judgment will be taken against you by default for the relief demanded in the complaint.

Dated, New York,

.....

.....189

Plaintiff's Attorneys,

(Office and P. O. address)

The blanks are to be filled in with ink or on the typewriter, and the name and address of the plaintiff's attorney. It will be seen by this Summons that the defendant is required to appear in court to answer the complaint within a certain number of days after the service, and on his failure to appear, the plaintiff will have the right to move that the judge (or the "Court" as the judge is frequently termed) give him judgment against the defendant in default of the latter's appearance.

When the defendant or his attorney receives the complaint, he must prepare a document in reply known as an

“Answer.” This document is arranged on the typewriter exactly the same as the Complaint, with the same title, a similar introduction, paragraphs numbered, the defendant’s lawyer’s name and address, a verification, and the defendant’s signature before a notary.

The case is now fairly begun, and it is the plaintiff’s next move. He may do one of several things:—serve upon the defendant an amended complaint which he has a right to do by special permission of the Court, if he finds anything in his original complaint needing alteration; or he may ask the Court for an Order for delay, for some cause which appears to him necessary. In order to secure the Order which he covets, it is frequently necessary that the attorney present to the Court a sworn statement which is known as an “Affidavit,” before he can secure the desired Order. As the form of an Affidavit differs somewhat from that of a Complaint or Answer, it is given herewith :

AFFIDAVIT ACCOMPANYING ORDER FOR AMENDED
COMPLAINT.

SUPERIOR COURT OF THE CITY OF NEW
YORK.

MARY A. MOORE and ALBERT H.
MOORE, her husband,

Plaintiffs,

against

JOHN WILLIAMSON,

Defendant.

JAMES BALDWIN, being duly sworn, deposes and says:

I am the attorney for the plaintiffs herein. On or about the day of March, 1890, I drafted the complaint

in the above entitled action, a copy of which has been duly filed with the Clerk of this Court, and served upon the attorney for the defendants herein.

At the time of drawing such complaint we had information, which we verily believed to be accurate, concerning the allegations contained in the first paragraph of said complaint. These allegations have since been found to be somewhat incorrect, and while not materially affecting the result of the action, we deem it necessary to make such changes as seem to us best, in order to have the complaint conform in all respects to the entire truth; and it is therefore desired that an order be issued granting permission to the plaintiffs to so amend their complaint as to be in all respects accurate and true.

Sworn before me this }
day of March, 1892. }

The paragraphs in an affidavit may be numbered or not according to taste, but court documents must be "folioed." This consists of indicating the end of each hundred words in the margin for the sake of easy reference, and it is usually done by writing "Fol. 1" opposite the first word on the first line on the first page. "Fol. 2" or "2", is written nine lines below, on the theory that there are ten words to a line, and at every nine lines the number of the folio is indicated in the same way, all the way through the document.

Almost every paper has a peculiar form of its own, the two most alike being the Complaint and the Answer. By familiarizing one's self with the different forms these can be recognized at sight. An Affidavit, for instance, begins with the "venue"; otherwise it is worthless. A Complaint can be known by the fact that it begins with some such words as "The plaintiff for a cause of action," or "Plaintiffs by So and So, Esq., their attorney," etc. At the time of drawing up the Affidavit the lawyer will

also draw up a form of Order which he desires to have granted upon the facts set out in the Affidavit. This is written in somewhat the following form :

At a special Term of the City Court of
New York, held at the Chambers
thereof, in the City Hall of said
city, on the 10th day of March,
1892.

PRESENT :

HON. ERNEST HALL,

Justice.

JOHN UNDERWOOD,

against

Plaintiff,

EDWARD DONALD and AUGUSTUS RIGG,

Defendants.

Upon reading the annexed affidavit of the plaintiff herein, from which it appears that since the service of the complaint herein an order of arrest has been applied for, on the ground that the defendants have disposed of their property with intent to cheat and defraud their creditors, and that the complaint as served does not contain this allegation as required by Section 568 of the Code of Civil Procedure.

Now, upon motion of Franklin & Ogden, Attorneys for plaintiff, it is

ORDERED that the plaintiff serve upon defendant's attorney herein, within twenty days from date, an amended complaint containing the allegation that since the making of the contract set forth in the complaint, the defendants have removed or disposed of their property with intent to cheat and defraud their creditors.

It will be seen that the attorney is given so many days in which to draft a new Complaint, and it usually costs him five or ten dollars as a fee to pay the court for the trouble of issuing it. Then if he fails to have the Order ready within the time stipulated, he will be in default and contempt, and his opponent may proceed to take advantage thereof.

An Amended Complaint is drawn up in the same form as the original one, served in the same manner, and answered or not, as the defendant chooses. The plaintiff's attorney upon receiving the answer of the defendant to his first or to his Amended Complaint, may issue another document in response which is called a "Reply," and is arranged similarly to the Complaint. The parties then proceed to trial on the day appointed.

This gives, in a general way, the course usually pursued in the bringing of a suit, but this is only the beginning. These preliminary steps are to be followed by the real "proceedings," or taking of evidence in the presence of the judge who is to try the case, with or without a jury.

Evidence may be presented either in form of oral testimony or by means of documents. Any papers which have passed between the parties to a suit at any time previous to the commencement thereof, such as Leases, Deeds, Mortgages, Agreements, Letters, Articles of Co-partnership and the like, may be used as proof of allegations set up either by the plaintiff or the defendant. Most of the proof, however, is oral, and for this purpose witnesses are called to testify to their knowledge of the facts which it is intended to prove. It is in the taking of such testimony that the stenographer is called upon to exercise his greatest skill and use to the utmost his intelligence, education and common sense, and while every stenographer may not hope to become an official court reporter, almost anyone who can write shorthand rapidly enough may be called upon at some time to take testimony

at private hearings, such as those had before "Referees" in the State of New York, or "Masters" in the State of New Jersey, and elsewhere.

In taking testimony, great care must be paid to the questions asked by the counsel or the Court, as well as to the answers of the witnesses.

The witness may frequently be interrupted in the giving of his testimony by the attorney on the opposite side objecting either to the question or to the answer. Sometimes the objection will be made formally in something like the following language: "Objected to as immaterial, irrelevant, and incompetent." At other times the lawyer will enter into an argument in which he will state his objections. This, however, the stenographer will rarely have to take in full unless indeed specially requested to, but he must listen carefully, and after the counsel is through put the objection into proper form. Following is a sample of testimony when written out by the stenographer. This form varies somewhat, but the general arrangement remains the same.

NEW YORK SUPREME COURT.

CITY AND COUNTY OF NEW YORK.

| | |
|---------------------------|----------------------|
| HENRY MACY, <i>et al.</i> | } <i>Plaintiffs.</i> |
| <i>against</i> | |
| CHARLES STEWART, | |
| | <i>Defendant.</i> |

NEW YORK, *January* 10, 1893.

APPEARANCES :

JOHN R. BRADY, Esq., *Attorney for Plaintiffs.*

MESSRS. LEE & JACKSON, *Attorneys for Defendant.*

Oath of referee waived by consent of both parties.

HENRY RAYMOND, a witness called on behalf of the plaintiffs, being duly sworn, testifies as follows :

DIRECT EXAMINATION : BY MR. BRADY.

Q. You are the book-keeper of Messrs. Macy & Co., the plaintiffs ? A. I was.

Q. And you were their book-keeper throughout the year 1888 ? A. Yes, sir ; I was.

Q. Did you ever see Mr. Stewart, the defendant herein, in Mr. Macy's shop ? A. I have never seen Mr. Stewart before.

Q. In Mr. Macy's shop ? A. In Mr. Macy's shop.

Q. Did you ever hear any conversation between Mr. Stewart and Mr. Macy about Palmer ? A. About Palmer, I did not.

Q. Did you hear any conversation about these sashes that are spoken of ? A. I did.

Q. What was said ? A. Mr. Stewart sent us a letter requesting that the sashes should be sent up, that they were needed ; in the letter it was said that Palmer and Smith would want the sashes. Mr. Macy then said, " I will have nothing to do with those parties."

Q. Did Mr. Macy tell Mr. Stewart this, that you were telling me now ? A. He told that to Mr. Stewart, too, about this.

Q. What I want to know merely is, what did Mr. Macy say to Mr. Stewart about these sashes ; not what Mr. Macy said to you, that is not allowable ; but what he said to Mr. Stewart ? A. Well, he said to Mr. Stewart, then, that he did not—such words as that—I cannot recollect the exact expression.

Q. The substance ? A. That he did not consider Palmer and Smith responsible enough for the amount.

CROSS EXAMINATION : BY MR. JACKSON.

Q. You were asked a moment ago if Mr. Macy said anything to Mr. Stewart about the financial responsibility of Palmer and Smith? A. Nothing more than that.

Q. I understood you to state that he had not said anything in your presence? A. Only that he did not consider them responsible enough for the amount.

Q. When was this? That was after the contract had been made? A. Certainly.

BY PLAINTIFFS' COUNSEL :

Q. Was this before the sash was delivered? A. No, sir; not before the sash was delivered.

BY DEFENDANT'S COUNSEL :

Q. Were you present after the note was protested, when Mr. Stewart came to the store? A. I was.

Adjourned to Thursday, March 28th, 1893, at 2 P.M.


Testimony is written on different styles of paper. Some lawyers prefer what is known as square paper, that is letter size, while others prefer the long paper, or legal size; but whichever is chosen, the paper is usually ruled with a red line at the left side, and in writing out the transcript the "Q" for question is usually put outside this red line; sometimes, also, the "A" for answer is put outside, but quite frequently this is made to follow the question on the same line with the latter. As the taking of testimony is the most rapid note-taking, probably, which a stenographer has to do, it is better that he should begin every question on the left hand margin of the page and write clear across and back to the margin again, and begin every answer in the middle of the page, and so back to the middle for each line, rather than to

attempt to indicate in any other way the beginning of the question or answer.

OTHER LEGAL FORMS.

Beside court documents such as have been already described in the foregoing pages, there are many miscellaneous legal documents, such as Deeds, Mortgages, Leases, Powers of Attorney, Assignments, Articles of Agreements, Minutes of Meetings, Wills, etc., etc., each of which has its own peculiar form. A copy of the final document in a lawsuit—the Opinion—set out in both shorthand and longhand, will be found on pages 188–192. As this contains the correct outlines for many legal terms in common use, a careful study of same will be found most helpful.

(Opinion.)

FIRST DEPARTMENT,
GENERAL TERM.PEARCE BARNES ° ,,,JOSEPH D. JONES ' , x

NOAH DAVIS,

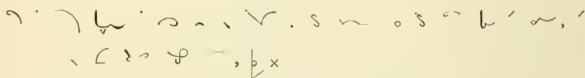



JOHN R. BRADY,

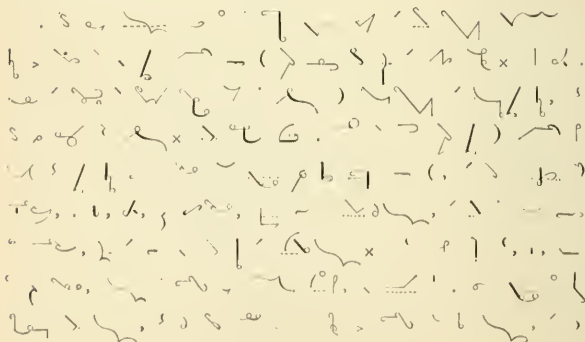
CHARLES DANIELS,

J. J.

APPEAL

Stern & Ames,  xThomas G. Evans,  x

C. DANIELS, J.



KEY TO "OPINION."

FIRST DEPARTMENT,
GENERAL TERM.PEARCE BARNES as Receiver,
etc.*Respondent,**against*

JOSEPH D. JONES and others,

Appellants.

NOAH DAVIS,

Presiding Justice,

JOHN R. BRADY,

CHARLES DANIELS,

J. J.

APPEAL

from an Order denying a motion made to compel the Plaintiff to make his complaint more definite and certain, and to elect between inconsistent cause, etc.

Stern & Ames, for Appellants.

Thomas G. Evans, for Respondent.

C. DANIELS, J.

The complaint is in the form known as a creditors' bill to reach and apply property belonging to the debtors to the payment of two judgments recovered against them upon which execution has been issued and returned unsatisfied. It shows the commencement and prosecution of supplementary proceedings in which a Receiver was appointed of the property and effects of the judgment debtors, and that the plaintiff is the successor of that Receiver. By the succeeding allegations the causes of action upon which the judgment was recovered set forth that the judgment debtors were partners in business when such demands accrued against them, and upon a

dissolution of their copartnership, the defendant, Jones, who was one of the partners, took the greater part of the assets of the firm, and by a written agreement with his copartner, assumed and agreed to pay the debts and liabilities of the firm. That instead of doing that, he, together with two other persons, formed a corporation under the manufacturing laws of the State, to carry on the same business as had been transacted by the firm, and that the assets placed in his hands were transferred to the corporation after its formation, and used in carrying on a profitable business by it. The capital of the corporation is stated to have been fixed at the sum of \$30,000, and \$10,000 of the capital stock was issued to the wife of the defendant, Jones, at his instance, and without any actual consideration, parted with by her.

The transfer of the assets of the firm to the corporation as well as the stock issued by it to the wife of the defendant, Jones, is alleged to have been with intent to delay and defraud the creditors of the preceding copartnership, and for that reason it is claimed that the title of the wife of Jones to this stock should be vacated and set aside, and its proceeds applied to the payment of the judgment. This is the substance of the complaint, although the facts are more clearly set forth and with greater detail in it. A perusal of the complaint produces the conviction that no misapprehension whatever could arise as to the scope of the action, the facts upon which it has been based, or the relief intended to be secured by it.

The allegations are clear and distinct, and free from all obscurity, and no difficulty stands in the way of fully understanding the claims inserted in it. In fact it may well be said to have been drawn up on a clear, legal and logical theory, plainly, precisely and intelligently set forth, more so certainly than pleadings of this nature usually are. The law has provided for an application to

make a pleading more definite and certain, only when its precise meaning or application is not apparent.

(Code of Civil Procedure, 546.)

This is not a pleading of that nature, for the allegations are definite and certain, and their precise meaning is entirely evident.

While it is alleged that all the assets of the preceding firm were transferred to the corporation with the intent of hindering, delaying and defrauding the creditors of the firm, the only relief claimed by reason of this circumstance is that the \$10,000 of stock issued to the wife of the partner who had undertaken to pay the firm's debts, should be used and appropriated for the payment of the two judgments recovered by the creditors at whose instance the Receiver was appointed. There consequently was but one cause of action or one subject matter to be affected by these general allegations inserted in the complaint. The claim of the Receiver, upon the facts as they have been stated, might very well have been more extended; but as this stock or its proceeds would probably be sufficient to pay the judgment and the expenses of the litigation, no further relief seems to have been thought necessary. The complaint was well drawn and a cause of action presented by it has been clearly stated, and there was consequently no ground for the motion denied by the order from which the appeal has been taken.

The order should be affirmed with \$10 costs besides the disbursements.

THEOLOGICAL PHRASES.

Almighty and Everlasting God

Almighty God

Apostle Paul

ark of the covenant

articles of religion

at the last day

„ right hand of God

Begotten son of God

blessed Lord

blessing of God

blood of Christ

blood of Jesus

body and blood of Christ

body and mind

Catholic Church

Catholic faith

Catholic Priest

Catholic worship

ceremonial law

child of God

children of God

children of Israel

Christ Jesus

„ Jesus our Lord

Christian brethren

Christian brother

Christian character

Christian charity

Christian church

Christian faith

Church and State

Church of Christ

Church of England

Church of Ireland

Church of Rome

Church principles

cross of Christ

Daily bread

day of redemption

Divine being

Divine glory

Divine government

Divine love




























Divine Man



























Divine Providence


























Divine things




























Divine wisdom

| | |
|----------------------|-------------------------------------|
| Elder of the Church | glorious gospel of the Lord |
| Episcopal Church | Jesus Christ |
| Epistle of Paul | God and Saviour |
| „ to the Corinthians | God in his goodness |
| „ to the Romans | God is faithful |
| eternal bliss | God is good |
| eternal condemnation | God is great |
| eternal damnation | God of grace |
| everlasting covenant | God of heaven |
| everlasting day | God of love |
| everlasting God | God's character and govern-
ment |
| everlasting life | God's glory |
| everlasting misery | God's justice |
| Face of the earth | God's law |
| family prayer | God's providence |
| fast day | goodness of God |
| Feast of tabernacles | gospel of peace |
| fellow-creature | grace of God |
| for Christ's sake | grow in grace |
| for ever | growing in grace |
| for ever and ever | Head of the Church |
| forgiveness of sins | heart of man |
| fruits of the Spirit | hearts of men |
| future state | heaven and earth |
| future world | Heavenly Father |
| Glad tidings | Holy Ghost |

holy land 
 holy of holies 
 holy place 
 Holy Spirit of God 
 Holy Word 
 house of Israel 
 I am God 
 I observe lastly 
 image of God 
 in Christ 
 in Church 
 in faith 
 in Jesus Christ 
 in the Church 
 in the city of God 
 in the heart 
 in the midst of life 
 „ presence of God 
 „ providence of God 
 in the sight of God 
 in the word of God 
 „ words of my text 
 „ words of our text 
 „ words of the text 
 inspiration of Scripture 
 inspiration of the Bible 
 Jehovah Jesus // 

Jesus Christ  *Christ*
 may be written  when
 it follows *Jesus* ; in other
 cases write 
 Jesus Christ's sake 
 Jewish dispensation 
 Jewish persuasion 
 just and the unjust 
 just for the unjust 
 justice, mercy and truth 
 justification by faith 
 justification by the works of
 the law 
 Kingdom of Christ 
 kingdom of darkness 
 kingdom of God 
 kingdom of grace 
 kingdom of heaven 
 kingdom of the world 
 kingdom of this world 
 kingdoms of the world 
 kingdoms of this world 
 knowledge of Christ 
 knowledge of Christianity 
 knowledge of God 
 knowledge of the truth 
 Lamb of God 
 language of Scripture 

language of the text 
 language of my text 
 Lord and Savior 
 Lord and Savior Jesus
 Christ 
 Lord Jesus 
 Lord Jesus Christ 
 Lord's kingdom 
 Lord's prayer 
 Lord's supper 
 love of self 
 Minister of the gospel 
 Mosaic Law 
 my beloved brethren 
 my brethren 
 my dear fellow-sinners 
 my dear friends 
 my fellow-sinners 
 my friends 
 my reverend brother 
 my text 
 Nations of the earth 
 New Church 
 New Testament Scriptures 
 [*n* on the line]
 Of Christ 
 of Christianity 

of God 
 of my text 
 of Scripture 
 Old Testament 
 Old Testament Scriptures 
 omnipotence of God 
 omnipresence of God 
 omniscience of God 
 our blessed Lord 
 our Lord 
 our Lord's 
 our Lord Jesus Christ 
 our Savior 
 Part of Scripture 
 passage of Scripture 
 penitent sinner 
 portion of Scripture 
 Protestant Church 
 Protestant faith 
 Protestant religion 
 providence of God 
 Quick and the dead 
 Reformed Church 
 resurrection glory 
 resurrection of Christ 
 resurrection of the body 
 resurrection of the dead 

| | |
|------------------------------|------------------------------|
| resurrection of the just | St James |
| right hand of God | St John |
| right hand of God the Father | St Paul's epistle |
| right hand of the Father | St Peter |
| Right Reverend | Sunday school |
| Right Rev. Bishop | Sun of Righteousness |
| rise again | Things of God |
| Roman Catholic | things of men |
| „ Catholic Church | through Christ |
| Sabbath day | tree of life |
| Sabbath school | Trinity in unity |
| Savior of the world | Under an influence which |
| Scripture promises | under the influence of which |
| Second coming of Christ | under the necessity of |
| Second Epistle | unsearchable riches of |
| Sermon on the Mount | Christ |
| Son of God | Virgin Mary |
| Sons of God | Water of life |
| Son of Man | ways of the world |
| Spirit of Christ | way of salvation |
| Spirit of God | wisdom of God |
| spiritual life | Word of God |
| spiritual meaning | works of the law |
| spiritual sense | world without end |

EXERCISE 69.

A SERMON INCLUDING ALL THE THEOLOGICAL PHRASES.

“The *kingdom of God*.”—Luke vi. 20.

My beloved brethren,—The *passage of Scripture* in-which-the words of *my text* are found is known to-the *Christian Church* as-the *Sermon on the Mount*. In-it our-Lord and Saviour *Jesus Christ* places before-the *nations of the earth* those principles of *justice, mercy, and truth*, under the influence of which-the *kingdoms of this world* have advanced in-(the)-way of *salvation*. We-cannot-say, alas, that-the *hearts of men* are entirely turned to *divine things*, or that a proper sense of-God's character and government is so fully manifest that-the world can yet be-called, in the words of *my text*, the “*kingdom of God*.” But, by-the *providence of God*, the *kingdoms of this world* are-now ruled on far different principles to-those-which prevailed ere-the *Sun of Righteousness* appeared. When-the tempter showed our *blessed Lord* the *kingdoms of the world* and-the glory of-them, he little knew what a change in *God's Providence* would-be created in Paganism through-the *glad tidings* (of the) *glorious gospel of the Lord Jesus Christ*. By-the *blessing of God*, the *gospel of peace* has in-the *Divine Providence* been proclaimed over-the *face of the earth* ever-since-the *Lord Jesus*, the glorified *Head of the Church*, revealed the *things of God*. When-He ascended to-the *right hand of God the Father*, the apostles who had-been witnesses to-the *resurrection of Christ* received the *Holy Spirit of God* and under an influence which they could-not withstand, proclaimed the *goodness of God* and-the *grace of God*, manifested in sending the *Lamb of God* to show forth the glories (of the) *spiritual life* and-the *Kingdom of Christ* to all who-are in-the *kingdom of darkness*. *St James*, *St John*, *St Peter* and-the other apostles, inspired by-the *Holy Ghost*, spread a *knowledge of Christ*, not to Gentiles only but to-the *house of Israel* under-the *ceremonial law* or *Mosaic law*, in other-words the *Jewish dispensation*. Proselytes (of the) *Jewish persuasion* were-not overlooked, and-all who

looked to-the *Old Testament Scriptures* were pointed to-that *part of Scripture* or *portion of Scripture* which prophesied (of the) *Son of Man* and foretold the *unsearchable riches of Christ*. The apostles were-not *under the necessity of* quoting-the words of *Scripture* to demonstrate God's *everlasting covenant*, because-the Messianic prophecies are as-well-known to-the *children of Israel* as-the history (of the) *ark of the covenant*, the observance (of the) *Feast of Tabernacles*, or-the keeping of a *fast day*. The *Apostle Paul* was-the most powerful exponent of *Christianity* to-the Gentile world, as-his *Epistle to the Romans* and many another *Epistle of Paul* show. When-we read *St Paul's Epistle* to any (of the) early converts to-the *Christian faith*, we feel that-he had a deep sense (of the) *Divine glory*, *Divine love*, and *Divine wisdom* which-the *Heavenly Father* had placed in-the *Divine Man*, *Christ Jesus our Lord*, and-that-the *Apostle* felt that-the-*God of Heaven* was a *God of grace* and a *God of love*. Nor can-we wonder that *St-Paul*, who had seen-the *resurrection glory* of *Jesus Christ*, should-be *Divinely inspired* by-the *resurrection* of *Christ*, to-preach-the *resurrection of the dead*. Few who-have heard the *Church of England Burial Service* will forget the impressive Lesson from-the *First Epistle to the Corinthians* dealing with-the *resurrection of the dead*, and describing what shall-be the *resurrection of the body* and how we-shall *rise again*. *My dear fellow-sinners*, I-might cite much-more from-the *Holy Word of God* to show how the coming of-our *Lord Jesus Christ*, who-is our *Saviour*, has brought the *kingdom of the world*, or-rather, the *kingdom of this world*, under-the influence (of the) *kingdom of heaven*, which-is-the *kingdom of grace*. But, *my brethren*, you-will admit that-the constant and extending *knowledge of Christianity* is bringing the world to-be, in the words of the text or-the language of the text, the "*kingdom of God*." May *God in His goodness* hasten that-time !

But, *my dear friends*, let-us endeavor to-extend our *knowledge of the truth*, which-will lead us to a fuller *knowledge of God*, and a truer idea (of the) *omnipotence of God*, the *omnipresence of God*, and-the *omniscience of God*. Believers in-


the *Lord Jesus Christ* will for *Christ's sake*, as *Christian brethren*, as members (of the) *Church of Christ*, the *Episcopal Church*, or any other, and whether-they belong to-the *Church of Ireland*, the *Church of Rome* or *Roman Catholic Church*, the *New Church* or to-some other *Protestant Church* or *Reformed Church*, endeavor to show *God's glory* in-this-way and prove to-those familiar only with-the *ways of the world*, not-only the *wisdom of God*, but-that *God is good* and *God is great*. *God's law* and *God's justice* in the *Divine government* of the universe, are clear to all *children of God*, and every *child of God* to-whom the *things of men* are known, feels that both in *body and mind* each *fellow-creature* is, in the *providence of God*, directed through life. To both the *just and the unjust* their *daily bread* is vouchsafed by the *Divine Being* who reigns *for ever and ever*, the *Almighty and Everlasting God* who at the *last day* shall judge the *heart of man*. Will that-day be-one of *eternal condemnation* or *eternal damnation* to each one of us ; of *everlasting misery* or of *everlasting life*? May the *blood of Christ*, who-is-now at the *right hand of God*, the sacrifice (of the) *just for the unjust*, be-found, *my fellow-sinners*, a perfect plea for-the *quick and the dead*! Oh, *my dear friends*, seek *justification by faith*, for *justification by the works of the law* will not avail. Every *penitent sinner* who casts aside *love of self* may hope, at-the *resurrection of the just*, to-be a *son of God* among-the *sons of God*, to dwell in the *city of God*, the heavenly *Jernsalem*, and through *Christ* to partake (of the) *tree of life* and-the *water of life*, and to enjoy *everlasting day*. I-have-now, *my friends*, dwelt on *my text* with-regard-to-the *Lord's Kingdom* in *heaven and earth*. I-have dwelt on-the *forgiveness of sins* through the *blood of Jesus*. I-have-shown the *fruits of the Spirit*, and pointed out how-our *future state* in the *future world* is fixed for ever in *faith in Jesus Christ*, now at-the *right hand of God the Father*. For *Christ's sake* let me urge again on-every *Christian brother* who believes in *Christ Jesus*, the importance (of the) *day of redemption* through-the *body and blood of Christ*, the *blessed Lord*, the only *begotten son of God*, who-is-the *image of God*, and at-the *right hand of the Father*. May we all


through Christ, who is our God and Saviour in the Trinity in Unity find eternal bliss and see our blessed Lord at the right hand of God. God is faithful, and if we grow in grace and see that others are growing in grace in the sight of God, and have the spirit of Christ in the heart, then the Scripture promises found in the Word of God, not only in the Old Testament but in the New Testament Scriptures, which have a spiritual meaning and a spiritual sense, will be fulfilled in the providence of God through the Spirit of God.


My dear friends, as a minister of the Gospel, there are some subjects which affect our Christian character on which I desire to speak in the Church, as in the presence of God. My reverend brother who filled this place before me, also the Right Rev. Bishop of this diocese, many other Right Reverend prelates, and also a distinguished Elder of the Church, have, in the spirit of Christ, in Christian charity, spoken on these things in church and have founded their remarks on the second epistle of St John and St Paul's Epistle to Titus. They have felt that in the midst of life we are in death, and that all should be prepared for the home described in the words of our text. Our Lord, they believe blesses all true work in Christ, whether of those who profess the Protestant faith or Protestant religion, or those who are (of the) Catholic faith, belong to the Catholic Church and join in Catholic worship in Roman Catholic sanctuaries, under a Catholic priest, to Almighty God, to the Lord and Saviour, to the Holy Spirit of God, and invoke the Virgin Mary. It is felt by these that Church principles, articles of religion, and the relations of Church and State are valuable only when they promote our Lord's glory and the study (of the) Word of God. This study should not be limited to the Sabbath Day, to the Sabbath school or the Sunday school. Nor should it be limited to the Lord's prayer, participation in the Lord's supper or even to family prayer. The religion of Christ Jesus recognizes no holy place, but should be practised everywhere, it is not narrowed to the works of the law, but for Jesus Christ's sake, and in the strength (of the) cross of Christ, Christians enter on mission work to make known the everlasting God.


LATIN QUOTATIONS.*


A.

A fortiori. From stronger reasoning 


A priori. From the former 

Ab initio. From the beginning 


Ad interim. For the meanwhile 


Ad infinitum. To infinity 


Ad libitum. At pleasure 

Ad litem. To (or in) the suit 


Ad valorem. According to the value 

Alma mater. A kind mother 

Anno Domini, A. D. In the year of our Lord 

Assumpsit. He engaged to pay 


B.

Bonâ fide. In good faith 

Bona fides. Good faith 


C.

Certiorari. To be made more certain 


Cestuique trust. Persons for whose use another
has title to lands, etc. 

Cum grano salis. With a grain of salt 

D.

De bene esse. As being well done for the present 

De facto. Actually so 


De jure. Legally so (by law) 


* For an extended list, see "Technical Reporting." By T. A. Reed.
60 pages. Price 40c.; cloth, 50c.

De novo. Anew 


Desideratum. A thing desired 


E.

Et alium. And another 


Et alios (et al.). And others 

Ex cathedra. From the chair (authoritatively) 

Ex mero motu. From a mere motion 


Ex officio. By virtue of his office 


Ex parte. Without opposition 

Ex post facto. By a subsequent act 


F.

Fac simile. An exact copy 

Fieri facias. Cause it to be done 


Fortiter in re. With firmness in acting 

H.


Habeas corpus. You are to bring up the body 


I.


In esse. In actual being 

In extenso. In full 

In futuro. In future 


In medias res. Into the very midst of things 


In re. In the matter of 


In statu quo. As it was 


In toto. In the whole 

In transitu. On the passage 



Inter alia. Among other things 

Inter nos. Between ourselves 

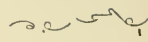

Inter se. Among themselves 

Ipso facto. In the fact itself 









L.

Laches. Neglect Lis pendens. A pending suit 





M.

Mens sana in corpore sano. A sound mind
in a sound body Modus operandi. The mode of operation Multum in parvo. Much in little 

N.

Ne plus ultra. No farther Nolens volens. Whether he will or no Nolle prosequi. To be unwilling to prosecute Non compos mentis. Not of sound mind Non constat. It does not appear Non est. Not to be found Non sequitur. It does not follow Nota bene, N. B. Mark well Nulla bona. No goods Nunc pro tunc. Now for then 


P.


Pendente lite. Pending the suit Per annum. By the year Per capita. By the head (share and share alike) Per centum. By the hundred Per contra. On the other side Per diem. By the day Per se. By itself Per stirpes. According to the original stock Post factum. After the deed 


Post mortem. After death 


Primâ facie. At first view or appearance 

Pro bono publico. For the public good 


Pro forma. As a matter of form 

Pro rata. In proportion 


Pro tanto. For so much 


Pro tempore. For the time being 

Q.


Quantum meruit. As much as he deserved 

Quid nunc. What now? 

Quid pro quo. One thing for another 

Quo warranto. By what warrant 

R.

Res adjudicata. A thing adjudged 


Res gestæ. Things done 

S.


Sine die. Without a day 

Sine quâ non. Without which, not 


Status quo. The state in which 


Sub rosa. Under the rose, secretly 


T.

Terra firma. Dry land 

V.

Venue. The place of trial 







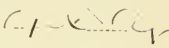



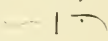
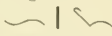













Vice versâ. The terms being reversed 

Vivâ voce. By the living voice 

FRENCH WORDS AND PHRASES.*

| | | |
|--|---|-----------|
| À la mode. | Fashionable | ∩ |
| Àmende honorable. | Honorable apology | ~ ~ |
| Amour propre. | Self-love | ~ ~ ~ |
| À outrance. | To extremities | ∩ |
| Au courant. | Well acquainted with | — |
| Au fait. | Expert | ∩ |
| Au revoir. | Adieu until we meet again | ∩ |
| Au sérieux. | Seriously | ∩ |
| Beau monde. | The fashionable world | ∩ ~ |
| Ce n'est que le premier pas qui coûte. | It is only the first step that is difficult | ~ ~ ~ ~ ~ |
| Cela va sans dire. | That goes without saying | ~ ~ ~ |
| Chef d'œuvre. | A masterpiece | ∩ |
| Comme il faut. | As it should be | ~ ~ ~ |
| Conseil d'état. | A council of state | ∩ |
| De bonne grace. | With good grace | ~ ~ |
| Dernier ressort. | A last resource | ∩ ~ |
| Double entendre. | A double meaning | ∩ ~ ~ |
| Edition de luxe. | A splendid edition | ∩ ~ |
| En avant. | Forward | ∩ |
| Enfant terrible. | A terrible child; one who makes ill-timed remarks | ~ ~ ~ |
| En rapport. | In relation | ∩ |
| En route. | On the way | ∩ |
| En suite. | In a set | ~ |
| Entente cordiale. | A cordial understanding | ~ ~ ~ |

* For an extended list, see "Technical Reporting," By T. A. Reed. 60 pages. Price 40c.; cloth, 50c.

- Entre nous. Between ourselves 
 Façon de parler. A mode of speaking 
 Fait accompli. An accomplished fact 
 Fête champêtre. A country festival 
 Feu de joie. Fireworks 
 Hors de combat. Out of condition to fight 
 Le jeu n'en vaut pas la chandelle. The game is not worth the candle 
 Mal de mer. Seasickness 
 Mauvais sujet. A bad subject 
 Noblesse oblige. Rank imposes obligations 
 Nom de guerre. A war name; an assumed travelling name 
 Nom de plume. A pen name 
 Nous avons changé tous cela. We have changed all that 
 Nous verrons. We shall see 
 On dit. It is said 
 Par excellence. By the way of eminence 
 Pis aller. The worst or last shift 
 Raison d'être. The reason for a thing's existence 
 Ruse de guerre. A stratagem of war 
 Sans et peur sans reproche. Without fear and without reproach 
 Sans souci. Without care 
 Savoir faire. The knowing how to act; tact 
 Tour de force. A feat of strength 
 Tout le monde. All the world 
 Vive le Roi. Long live the King 

WORDS REQUIRING INSERTION OF VOWEL.

251. In the following words, the vowels marked in *italics* should be inserted in order to prevent clashing :—
















































| | |
|---|---|
| <i>accept</i> , except | else, less |
| <i>abstract-ion</i> , obstruct-ion | effect, fact |
| <i>achromatic</i> , chromatic | endued, endowed |
| <i>acorn</i> , corn | enemy, name |
| <i>adamant</i> , demand | exorcise, exercise |
| <i>adapt</i> , adopt | extricate, extract |
| <i>address</i> , dress | exalt 1, exult 2 |
| <i>administration</i> , demonstration | <i>failing</i> , feeling |
| <i>advance</i> , defence | farrier, furrier |
| <i>adventures</i> (<i>dv ntrs</i>), defenders | immigration, emigration |
| <i>advocate</i> , defect | incautious, noxious |
| <i>affluent</i> , fluent | induction, induction |
| <i>afore</i> , fore | inefficacious, infectious |
| <i>aliment</i> , element | innovation, invasion |
| <i>anomaly</i> , animal | lady, lad |
| <i>annual</i> , only | liar, lawyer |
| <i>anterior</i> , interior | lost, last |
| <i>apathetic</i> , pathetic | Maria, Mary |
| <i>appurtenant</i> , pertinent | monarchy, monarch |
| <i>apologue</i> 1, <i>epilogue</i> 2 | monkey, monk |
| <i>apportion</i> , portion | note, nature, (gram. <i>nt</i>) |
| <i>apposite</i> , opposite | obsolete, absolute |
| <i>apposition</i> 2, opposition 1, po- | pocket, packet |
| <i>appraise</i> , praise [sition, 3 | predict (<i>pr, d, kt</i>), predicate |
| <i>approbation</i> , probation | snow, sun |
| <i>approximate</i> , proximate | sulphite, sulphate |
| <i>army</i> , arm | test, attest |
| <i>aspiration</i> , aspiration | vesture, visitor |
| <i>attempt</i> , tempt | vulable, valuable, available |
| <i>avocation</i> , vocation | voracity, veracity |

252. The student will meet with other pairs of words in which there is a special liability of clashing, unless a vowel is inserted. Experience only will guide him in this matter, but he should rather err on the side of free vocalization than run the risk of illegibility by omitting all vowels.

LIST OF SIMILAR WORDS,

DISTINGUISHED BY A DIFFERENCE OF OUTLINE.

When two or three words appear under one outline, they are distinguished by position, marked by figures. Vowels, and the prefix com or con, marked in Italic, should be inserted, even in Reporting.

- ptbl  1 compatible; 2 potable; 3 computable;
 pitiable
- ptk  optic;  poetic
- ptns  1 aptness;  pettiness
- ptrf  petrify;  putrefy
- ptrf'kshn  petrification;  putrefaction
- ptrn  patron;  pattern
- pkp  1 packer; 2 pecker; 3  epicure
- pstr  1 compositor; 2 pastry;  pasture, posture
- pshnt  passionate;  patient
- par  2 opener;  pioneer;  penury
- pljr  pledger;  plagiarist;  pillager
- plsd 1  placid;  1 palsied; 2 palisade; 3 pellucid
- plsmn  placeman;  policeman
- prps  1 porpoise; 2 purpose;  perhaps, propose
- prprt  appropriate;  property;  propriety;
 purport
- prprshn  appropriation;  preparation
- prtk  partake;  1 operative; 2 portico
- prtr  comparative;  operative
- prtnl  pretend;  portend
- prtr  aperture;  portray;  operator
 porter;  parterre

prch > 2 approach; 3 preach; \vee 1 parch; 2 perch,
porch

prfr \searrow proffer; \vee prefer; $\vee \searrow$ porphyry, periphery

prvd \searrow provide; \searrow pervade

prst \searrow poorest; \vee purest; \searrow pursuit

prskt \searrow prosecute; \vee persecute

prskshn \searrow prosecution; $\vee \searrow$ persecution

prsr \searrow oppressor; \searrow piercer; \vee peruser;
 \searrow pursuer

prsn \searrow 2 person; 3 prison; \vee 1 parson, compari-
son; 3 Parisian

prnt \searrow present, personate; \vee pursuant

prsl \searrow parcel, parsley; \vee parasol, perusal

prsh \vee Prussia; \vee perish, Persia

prshn \searrow oppression, Prussian; \vee portion, appor-
tion, Persian

prmnt \sim 1 prominent; 3 (rather than 2, to pre-
vent clashing with the previous word) perman-
ent; \sim pre-eminent

prns \searrow 3 pooriness; \vee 3 pureness

prns \searrow princes; \searrow princess

prls \vee 1 paralyze; 2 perilous

Blf \searrow beautify; \searrow beatify

blsm \searrow blossom; \vee balsam

brb \searrow bribe; \vee barb



brbr \searrow briber; \vee bribery; $\vee \vee$ Barbary





brk \searrow 2 break, broke; 3 brick, brook; \vee bark



brkr \searrow breaker, broker; \vee barker [barrack




brth \searrow 1 broth; 2 breath; \vee birth




brl  barley;  barrel, burial;  barely
 barilla



Tnr  1 tanner; 2 tenor; 3 tuner;  tenure



trtr  2 traitor; 3 treater;  Tartar;  torture
 territory, Tartary




trst  1 contrast; 2 traced, trust; 3 triste;  3 truest



trshn  attrition, contrition;  contortion, tertian
 iteration





Dtr  1 daughter, auditor; 2 debtor; 3 doubter;  editor;
 1 auditory, dietary; 2 deter; 3 detour




dtrmt  detriment-al;  determined




dtns  advance, defence, deafness;  defiance,
 diaphanous





dtr  2 defray; 3 differ;  2 defer; 3 devour;  defier





ders  divers, adverse;  diverse, divorce



dstn  destine;  destiny;  destination;  distinction

dss  disease, disuse (*v.*);  disuse (*n.*);  1 diocese;



dsst  diseased;  deceased;  desist [3 de cease



dltr  adultery;  idolatry;  idolater
 adulator, diluter



Jnt  giant;  agent; *jnts*  giants;  giantess



jntl  genteel, gentle, gently;  Gentile



ktts  actors, actress;  cateress;  cauterise

kclr  1 caviler;  cavalier

kskrt  execrate;  excoriate

kskrshn  excursion, execration;  excoriation

klps  eclipse;  collapse

kltr  clatter;  culture

- klk* — 1 clock; 2 cloak, click; — colic, calico
klm — 1 climb; 2 claim, acclaim; — column, culm
klmt — climate; — calumet; — calamity
klmnt — culminate; — calumniate
krprl — corporal; — corporeal
krt — 1 accord; 2 court; — 1 carat; 2 accurate;
 3 curate; — charta; — cruet
krtr — 1 carter; 2 Creator, crater; — curator;
 — creature, courtier; — criteria
krdns — credence; — 1 accordance
krj — courage; — carriage
grdn — 1 garden; — 1 guardian, Gordian; 2 guerdon
grnt — 1 granite; — garnet
Fktr — factor; — factory
ferd — favored; — favorite
fnrl — funereal; — funeral
frtn — fortune; — frighten; — fourteen
frm — 1 farm, form, conform; 2 firm, confirm, affirm;
 — forum
frns — ferns, conference; — fairness
frwrd — forward; — froward
vlshn — 1 violation; 2 volition, evolution; — convulsion
vlus — 1 violence; — vileness [2 verity
vert — convert; — avert; — virtue; — 1 variety;
Sprt — spirit; — support, suppurate; — separate
std — 2 stead, staid; 3 steed, stood; — steady, study;
 — 1 sighted; 2 seated, suited
stshn — 1 citation; 2 station; — situation

- str*) oyster, Easter; \ austere, astir; } astray,
 Austria; v estuary
sdr̄t [considerate; 9 considered
ss̄t) assist; 9 consist; } essayist; } society, siesta
snt ~ 1 sent (to distinguish it from the present tense
 ~ send, written on the line)
snt̄r ~| sentry; ~ century
sltr 6V solitary, salutary, conciliatory; 6 sultry;
 6 psalttery
Mpshnt(d) ~ impassioned; ~ impatient
mn ~ 1 many, my own; 2 money
mnstr ~ 1 monster; 2 minster, minister; 7 min-
 istry; ~ monastery
mrdr ~ murder; ~ marander
mrdrs ~ murders; } murderous, murderess
ndfnt ~ indefinite; ~ undefined
n̄jns ~ ingenious; ~ ingennous
nrd(t)bl ~ unavoidable; ~ inevitable
Lbrt ~ laboured (*adj.*); ~ elaborate
lkl ~ local; ~ 1 likely; 2 luckily
lrnd ~ learned (*verb*); ~ learned (*adj.*)
r̄tsns ~ 1 righteousness, riotousness; 2 reticence
rgrt ~ regard; ~ regret
rsm ~ resume; ~ reassume
rsrs ~ racers, resource; ~ racenorse
rust ~ rinsed; ~ earnest
Hmn ~ 1 Hymen, human; 2 humane
hlnd ~ Holland; ~ Highland; ~ Holy Land
hrn ~ 1 horn; 3 hereon; ~ 1 horny; 3 herein
 ~ heron; ~ heroine

REPORTING EXERCISES.

1.—SERMON ON THE IMMORTALITY OF THE SOUL.

For we know that if our earthly house of this tabernacle were dissolved, we have a building of God, a house not made with hands, eternal in the heavens.—2 Corinthians, 5. 1.

This passage presents to us, in one view, the nature of our present earthly state, and the future object of the Christian's hope. The style is figurative; but the figures employed are both obvious and expressive. The body is represented as a house inhabited by the soul, or the thinking part of man. But it is an "earthly house," a "tabernacle" erected only for passing accommodation, and "to be dissolved;" to which is to succeed the future dwelling of the just in "a building of God, a house not made with hands, eternal in the heavens." Here then are three great objects presented to our consideration. First, the nature of our present condition. Secondly, that succeeding state which is the object of good men's hope. Thirdly, the certain foundation of their hope; "we know, that if our earthly house be dissolved, we have a building of God."

First. The text gives a full description of our present embodied state, as an "earthly house," an "earthly house of this tabernacle," and a tabernacle which is to be "dissolved."

We dwell in an "earthly house." Within this cottage of earth is lodged that spiritual, immortal substance, into which God breathed the breath of life. So we are elsewhere said in Scripture to have "our foundation in the dust," and to "dwell in houses of clay." During its continuance in this humble abode, the soul may be justly considered as confined and imprisoned. It is restrained from the full exertion of its powers by many obstructions. It can perceive and act only by very imperfect organs. It looks abroad as through the windows of the senses; and beholds truth as "through a glass, darkly." It is beset with a numerous train of temptations to evil, which arise from bodily appetites. It is obliged to sympathize with the body in its wants; and it is depressed with infirmities not its own. For it suffers from the frailty of those materials of which its earthly house is compacted. It languishes and droops along with the body; is wounded by its pains; and the slightest discomposure of bodily organs is sufficient to derange some of the highest operations of the soul.

All these circumstances bear the marks of a fallen and degraded state of human nature. The mansion in which the soul is lodged corresponds so little with the powers and capacities of a rational immortal spirit, as gives us reason to think that the souls of good men were not designed to remain always thus confined. Such a state was calculated for answering the ends proposed by our condition of trial and probation in this life, but was not intended to be lasting and final. Accordingly, the Apostle, in his description, calls it the earthly house "of this tabernacle;" alluding to a wayfaring or sojourning state, where tabernacles or tents are occasionally erected for the accommodation of passengers. The same metaphor is here made use

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of, which is employed in several other passages of Scripture, where we are said to be "strangers and sojourners on earth before God, as were all our fathers." This earth may be compared to a wide field spread with tents, where troops of pilgrims appear in succession and pass away. They enter for a little while into the tents prepared for them; and remain there to undergo their appointed probation. When that is finished, their tents are taken down, and they retire to make way for others who come forward in their allotted order. Thus "one generation passeth away, and another generation cometh;" and the "earthly house" is to all no other than the "house of their pilgrimage."

The "earthly house of this tabernacle," the Apostle, proceeding in his description, tells us, is "to be dissolved." Close as the union between the soul and the body now appears to be, it is no more than a temporary union. It subsists only during the continuance of a tabernacle of dust, which, by its nature, is tending towards ruin. The "dust" must soon "return to the dust, and the spirit to God who gave it." The dissolution of the "earthly house of this tabernacle," is an event full of dismay to wicked men. Beyond that period they see nothing but a dark unknown, which, as far as they can discern, is peopled with objects full of terror; even to the just this dissolution is a serious and awful event. Providence has wisely appointed that, burdened as our present state is with various ills and frailties, we should, however, be naturally attached to it. Its final close is always attended with several melancholy ideas.—Thou who now flourishest most in health and strength, must then have thy head laid low. From thy closing eyes the light of the sun shall disappear for ever. That light shall continue to shine, the seasons to return, and the earth to flourish; but to thee no more; separated from the dwellings of men, and cut off from all thou wast accustomed to love, as though thou hadst never been. Such is the fate of man considered merely as mortal; as dwelling in an earthly house which is about to be dissolved. The consolatory corrective of those humbling ideas, the ray that is to dissipate this gloom, we behold in the subsequent part of the text; that when this earthly house is dissolved, there is prepared for the righteous "a building of God, a house not made with hands." But before proceeding to this part of the subject, let us pause and make some reflections on what has been already said.

Let the distinction between the soul and the body, which is so clearly marked in the text, be deeply imprinted on our minds. Few things in religion or morals are entitled to make a stronger impression than this distinction; and yet, with the bulk of men, the impression it makes appears to be slight. They seem to think and act as if they consisted of no more than mere flesh and blood, and had no other concerns than what respect their embodied state. If their health be firm, if their senses be gratified, and their appetites indulged, all is well with them. Is not this to forget that the body is no more than an "earthly house" or "tabernacle" of the soul? The soul, that thinking part which they feel within them, and which it is impossible for them to confound with their flesh or their bones, is certainly far nobler than the tenement of clay which it inhabits. The soul is the principle of all life, and knowledge, and action. The body is no

more than its instrument or organ ; and as much nobler as is the part which belongs to him who employs an instrument, than to the instrument which is employed, so much is the soul of greater dignity than the body. The one is only a frail and perishable machine ; the other survives its ruin, and lives forever. During the time that the union continues between those two very different parts of our frame, I by no means say that it is incumbent upon us to disregard all that relates to the body. It is not possible, nor, though it were possible, would it be requisite or fit for man to act as if he were pure immaterial spirit. This is what the condition and laws of our nature permit not. But must not the greatest sensualist admit that, if the soul be the chief part of man, it must have interests of its own, which require to be carefully attended to ? Can he imagine that he truly consults either his interest or his pleasure, if he employs the thinking part of his nature only to serve, and to minister, to the bodily part ? Must not this infer, not merely a degradation of the superior part, but an entire perversion of that whole constitution of nature which our Maker has given us ? Be assured, my brethren, that the soul has a health and a sickness, has pleasures and pains of its own, quite distinct from those of the body, and which have a powerful influence on the happiness or misery of man. He who pays no attention to these, and neglects all care of preserving the health and soundness of his soul, is not only preparing final misery for himself when he shall enter into a disembodied state, but is laying, even for his present state, the foundation of many a bitter distress. By folly and guilt he is *wounding his spirit*. Its wounds will often bleed when his body appears sound, and will give rise to inward pangs which no animal comforts shall be able to assuage or heal.

When we impress our minds with the sense of this important distinction between the body and the soul, let us not forget, that closely united as they now are in our frame, their union is soon to terminate. "The earthly house of this tabernacle is to be dissolved ;" but the soul which inhabits it, remains. Let us therefore dwell in our earthly house with the sentiments of those who know they are about to dislodge. The endowments and improvements of the soul are the only possessions on which we can reckon as continuing to be our own. On every possession which belongs to our bodily estate, we ought to view this inscription as written by God : "This is an earthly house which is tottering to its fall ; this is a tabernacle which is about to be taken down." Let us with pleasure turn our thoughts towards those higher prospects that are set before us, when this change shall have taken place in the human condition ; which naturally brings us to the

Second head of discourse,—the great object of the hope of good men in a succeeding state. The "earthly house" is contrasted by the Apostle with a "building of God ; a house not made with hands" ; and the "tabernacle which is to be dissolved," with a "house eternal in the heavens."

The expressions here employed to signify what is promised to the righteous, a building of God, a house not made with hands, are expressions of a mysterious import. They suggest to us things which

we cannot now conceive, far less describe. A sacred veil conceals the mansions of glory. But, in general, these expressions of the text plainly import that the spirits of good men shall upon death, be translated from an imperfect to a glorious state. This earth, on which we dwell, is no more than an exterior region of the great kingdom of God. It is but an entrance through which, after suitable preparation, we pass into the palace of an Almighty Sovereign. Admitted there, we may hope to behold far greater objects than we can now behold; and to enjoy in perfection those pleasures which we here view from afar, and pursue in vain. Such degrees of pleasure are allowed us at present as our state admits. But a state of trial required that pains should be intermixed with our pleasures, and that infirmity and distress should often be felt. The remains of our fall appear everywhere in our condition. The ruins of human nature present themselves on all hands. But when that which is perfect is come, that which is in part shall be done away. Into that house not made with hands, that building of God, we have every reason to believe that there will be no room for such guests to intrude as care or sorrow. Nothing can be admitted to enter there, but what contributes to the felicity of those whom the Almighty has allowed to dwell in his presence, and to behold his face in righteousness.

Besides the glory and perfection of this future state, the text suggests its permanency. This "house not made with hands," is "a house eternal in the heavens." The tabernacle which we now inhabit, is every moment liable to fall: above is the fixed mansion, the seat of perpetual rest. Beyond doubt, the certain prospect of death renders everything inconsiderable which we here possess. Every enjoyment is saddened when we think of its end approaching. We become sensible that we are always building on sand, never on a rock. Fluctuation and change characterize all that is around us; and at the moment when our attachment to any persons or objects is become the strongest, they are beginning to slide away from our hold. But in the mansions above, alteration and decay are unknown. Everything there continues in a steady course. No schemes are there begun and left unfinished; no pleasing connections just formed, and then broken off. The treasures possessed there shall never be diminished; the friends we enjoy there shall never die and leave us to mourn. In those celestial regions shines the sun that never sets: a calm reigns which is never disturbed; the river of life flows with a stream which is always unruffled in its course.

Such are the prospects, imperfectly as we can now conceive them, which are set forth to good men in a future world. But how, it may be asked, shall we be satisfied that such prospects are not mere illusions with which our fancy flatters us? Upon what foundation rests this mighty edifice of hope, which the Apostle here rears up for the consolation of Christians, and of which he speaks so confidently as to say, "We *know* that if our earthly house of this tabernacle were dissolved, we have a building of God." To inquire into this was the

Third proposed head of discourse, to which we now proceed. And as the subject is in itself so important, and so pleasing to all good men, I shall take a view of the different kinds of evidence upon which our faith of a happy immortality is grounded.

We must observe in the first place, that the dissolution of the earthly tabernacle at death, affords no ground for thinking that the soul at the same time perishes, or is extinguished. I begin with this observation, because the strongest prejudices against the soul's immortality, arise from what is sometimes found to happen at that period. The soul and the body are at present united by the closest sympathy. When one suffers, the other is affected. Both seem to grow up together to the maturity of their powers; and together both seem often to decay. Such a shock is apparently suffered by the soul at death as at first view might lead us to suspect that it was sharing the same fate with the body. Notwithstanding this, there are clear proofs that the body and the soul, though at present closely connected by Divine appointment with one another, are, however, substances of different and dissimilar natures. Matter, of which the body is composed, is a substance altogether dead and passive, and cannot be put in motion without some external impulse; whereas the soul has within itself a principle of motion, activity, and life. Between the laws of matter and the action of thought, there is so little resemblance, or rather so much opposition, that mankind in general have agreed in holding the soul to be an immaterial substance; that is, a substance the nature of which we cannot explain or define farther than that it is a substance quite distinct from matter. This being once admitted, it clearly follows that, since thought depends not on matter, from the dissolution of the material part we have no ground to infer the destruction of the thinking part of man. As long as by the ordination of the Creator these different substances remain united, there is no wonder that the one should suffer from the disorder or indisposition of the other.

It is so far from following, that the soul must cease to act on the dissolution of the body, that it seems rather to follow, that it will then act in a more perfect manner. In its present habitation it is plainly limited and confined in its operations. When it is let loose from that earthly house, it is brought forth into greater liberty. To illustrate this by an instance which may be conceived as analogous; let us suppose a person shut up in an apartment, where he saw light only through some small windows. If these windows were foul or dimmed, he would see less; if they were altogether darkened, he could see none at all. But were he let out from this confinement into the open air, he would be so far from being deprived of sight, that though at first overpowered by a sudden glare, he would soon see around him more completely than before. The senses are as so many windows or apertures, through which the soul at present exercises its powers of perception. If the senses are disordered, the powers of the soul will be obstructed. But once separated from its earthly tenement, the soul will then exercise its powers without obstruction; will act with greater liberty and in a wider sphere. I admit this argument only goes so far as to show, that although the body perish, there remains with the soul a capacity for separate existence. Whether that existence shall be actually continued to it after death, must depend on the will of Him who gave it life, and

who certainly, at his pleasure, can take that life away. It is necessary, therefore, to inquire into what we have any reason to believe, may be the intention of our Creator concerning a future life.

I argue then, in the next place, that if the soul were to perish when the body dies, the state of man would be altogether unsuitable to the wisdom and perfection of the Author of his being. Man would be the only creature that would seem to have been made in vain. All the other works of God are contrived to answer exactly the purposes for which they were made. They are either incapable of knowledge at all; or they know nothing higher than the state in which they are placed. Their powers are perfectly suited and adjusted to their condition. But it is not so with man. He has every appearance of being framed for something higher and greater than what he here attains. He sees the narrow bounds within which he is here confined; knows and laments all the imperfections of his present state. His thirst for knowledge, his desires of happiness, all stretch beyond his earthly station. He searches in vain for adequate objects to gratify him. His nature is perpetually tending and aspiring towards the enjoyment of some more complete felicity than this world can afford. In the midst of all his searches and aspirations he is suddenly cut off. He is but of yesterday, and to-morrow is gone. Often in the entrance, often in the bloom of life, when he had just begun to act his part, and to expand his powers, darkness is made to cover him. Can we believe that, when this period is come, all is finally over with the best and worthiest of mankind? Endowed with so noble an apparatus of rational powers, taught to form high views and enlarged desires, were they brought forth for no other purpose than to breathe this gross and impure air for a short space, and then to be cut off from all existence? All his other works God had made in "weight, number and measure;" the hand of the Almighty artificer everywhere appears. But on man, his chief work here below, he would, upon this supposition, appear to have bestowed no attention; and after having erected a stately palace in this universe, framed with so much magnificence, and decorated with so much beauty, to have introduced man, in the guise of a neglected wanderer, to become its inhabitant.

Let us further consider the confused and promiscuous distribution of good and evil in this life. The enjoyments of the world, such as they are, are far from being always bestowed on the virtuous and the worthy. On the contrary the bitterest portion is often their lot. In the midst of infirmities, diseases and sorrows, they are left to drag their life, while ease and affluence are allowed to the ungodly. I must ask if such an arrangement of things, owing to the ordination, or at least to the permission of Providence, be consonant to any ideas we can form of the wisdom and goodness of a Supreme Ruler, on the supposition of there being no future state. But as soon as the immortality of the soul and a state of future retribution are established, all difficulties vanish; the mystery is unraveled; supreme wisdom, justice and goodness are discovered to be only concealed for a little while behind the curtain. If that curtain were never to be withdrawn, and immortality never to appear, the ways

of God would be utterly inexplicable to man. We should be obliged to conclude that either a God did not exist ; or though he existed, that he was not possessed of such perfections as we now ascribe to him, if, when a worthy and pious man had spent his whole life in virtuous deeds, and perhaps had died a martyr to the cause of religion and truth, he should, after long and severe sufferings, perish finally, unrewarded and forgotten ; no attention shown to him by the Almighty ; no building of God erected for him ; no house eternal prepared in the Heavens !

These reasons are much strengthened by the belief that has ever prevailed among mankind, of the soul's immortality. It is not an opinion that took its rise from the thin-spun speculations of some abstract philosophers. Never has any nation been discovered on the face of the earth, so rude and barbarous, that in the midst of their wildest superstitions there was not cherished among them some expectations of a state after death, in which the virtuous were to enjoy happiness. So universal a consent in this belief, affords just grounds to ascribe it to some innate principle implanted by God in the human breast. Had it no foundation in truth, we must suppose that the Creator found it necessary, for the purposes of his government, to carry on a principle of universal deception among his rational subjects. Many of the strongest passions of our nature are made to have a clear reference to the future existence of the soul. The love of fame, the ardent concern which so often prevails about futurity, all allude to somewhat in which men suppose themselves to be personally concerned after death. The consciences, both of the good and the bad, bear witness to a world that is to come. Seldom do men leave this world without some fears or hopes respecting it ; some secret anticipations and presages of what is hereafter to befall them.

But though the reasonings which have been adduced to prove the immortality of the soul in a future state, are certainly of great weight, yet reasonings still they are, and no more ; and in every human reasoning suspicions may arise of some fallacy or error. In a point so momentous to us as our existence after death we never could with absolute certainty and full satisfaction have rested on any evidence except what was confirmed by the declaration of God himself. For many and high blessings we are indebted to the Christian revelation ; for none more than for its having "brought life and immortality to light." The revelations made by God to the world in early ages, gave the first openings to this great article of faith and hope. In after periods the light dawned more and more ; but it was not until the Sun of Righteousness arose, by the appearance of Christ on earth, that the great discovery was completed. Then, indeed, were made known the "city of the living God, the new Jerusalem" above, the "mansions" prepared for the "spirits of just men made perfect."

The first and most natural improvement of all that has been said, is to produce in our hearts the most lasting gratitude, love and reverence, towards that great Benefactor of mankind, who not only has made known and published the blessings of a future state to the righteous, but by his great undertaking for their redemption has erected in their behalf the "house eternal in the heavens." The next

improvement we should make, is to conduct our own life and behaviour as becomes those who have an interest in this happiness and this hope. From such persons, assuredly, is to be expected a pure, correct, and dignified behaviour in every situation; not a contempt of the employments, nor a renunciation of all the comforts of their present life. Opinions that produce such effects are connected only with the spirit of superstition and false religion. But to them it belongs, in the midst of the affairs, enticements and temptations of the world, to regulate their conduct as becomes the heirs of a divine inheritance; never debasing themselves among what is mean, nor defiling themselves with what is corrupt, in the present state; but serving God with that fidelity, and behaving to men with that steady magnanimity of virtue, that generous beneficence and humanity, which suits immortal beings who are aspiring to rise in a future state to the perfection of their nature in the presence of God.—*Blair.*

2. CHARACTERISTICS OF THE AGE.

The peculiar and distinguishing characteristics of the present age are in every respect remarkable. Unquestionably an extraordinary and universal change has commenced in the internal as well as the external world,—in the mind of man as well as in the habits of society, the one indeed being the necessary consequence of the other. A rational consideration of the circumstances in which mankind are at present placed, must show us that influences of the most important and wonderful character have been and are operating in such a manner as to bring about if not a reformation, a thorough revolution in the organization of society. Never in the history of the world have benevolent and philanthropic institutions for the relief of domestic and public affliction; societies for the promotion of manufacturing, commercial and agricultural interests; associations for the instruction of the masses, the advancement of literature and science, the development of true political principles; for the extension, in short, of every description of knowledge, and the bringing about of every kind of reform, been so numerous, so efficient, and so indefatigable in their operation as at the present day. We do not say that many of the objects sought by these associations are not extravagant and impracticable, but we do say that it is impossible that such influences can exist without advancing, in some degree, the interests of humanity. It would be idle to deny that notwithstanding all these beneficial influences, a great amount of misery exists; but this is only the natural consequence of great and sudden changes. Let us hope that in this instance at least, it may be but the indispensable preliminary stage in the cure of a deep-seated disease.

3. A SUPPOSED REPLY TO A REQUISITION.

I am very grateful for the disinterested and uninterrupted kindness you have shown towards me, and the especial services you have rendered me on all occasions; without which it would have been impossible for me to have accomplished a single object I had in view.

Nothing could be more gratifying to me, or give me greater satisfaction, than the proposition you have made. I shall accede to it with the greatest pleasure; and shall endeavor, as far as possible, to carry out your plan. The fact of its applicability to the purposes for which it is intended, and the slight expenditure it involves, must bring it before the attention of the public, and as it is admirably subservient to the general objects contemplated by government, no doubt Parliament will be induced to further the undertaking. We have already sufficient funds to commence operations, and several distinguished individuals have promised us testimonials in favor of the scheme, as well as subscriptions to help it forward. As far as I have been able to observe, I think there is no chance of success without individual exertion on our part; but, with this, I have every reason to believe that our object will be attained.

4. SHORTHAND WRITERS AND REPORTERS.

By many persons shorthand writers and reporters are presumed to be one and the same. *De jure* they are, as they both write shorthand; but *de facto* they are not: the one is merely a word taker; while the other, if he understands his business properly, is not only an efficient shorthand writer, and consequently, able to take down the words of a speaker when his importance renders it necessary;—but whether reporting every word, or simply preparing condensed reports of long wordy harangues containing but few principles, he is invariably called upon to exert his mental powers to a far greater extent than the other. For instance, a man may make an indifferent speech so far as language is concerned, (and that is a most important element), but replete with excellent matter, which it is the province of the reporter to judiciously condense, to improve, and, in fact, to render intelligible. In short, it is the province of the reporter to make good speeches for bad speakers.

An amusing instance of the inability of shorthand writers to grasp the essence of a body of shorthand notes—to condense them without destroying the meaning of the speaker, and without omitting a single point, may be here mentioned. Many years ago, when the late Mr. Barnes was the editor of the *Times*, a gentleman, who considered that to accomplish the task of taking every word was to obtain the very acme of perfection as a reporter, was engaged to take a trial turn in Parliament for that influential journal. He did so, he strained his every nerve; and although the speaker was an unimportant one, every syllable of his address was recorded in his note-book; and, feeling satisfied that he had accomplished his task in a satisfactory manner, he lost no time, as may be imagined, in finding his way to the reporters' room of the *Times* office. Some important foreign intelligence had just arrived, and in order to make room for it, Mr. Barnes hurried into the room, and desired the reporters to condense the parliamentary intelligence. Of course, they felt no disposition to quarrel with the instructions they had received. Turning to Mr. —, Mr. Barnes inquired the nature of his "turn," and the length to which his notes would extend. "Three columns at the least," replied the

shorthand writer. "Good heavens! that will never do. You must not go beyond a column or a column and a quarter. You must certainly not write more than one-half of that." The gentleman looked up at the face of the able editor of the most powerful journal in the world, to assure himself that he was really to destroy one-half of his turn. He could not understand it. Surely the editor had gone mad, or become wholly insensible of the value of the great machine placed under his control. The thing was impossible without completely destroying the task, in the unabridged condition of which he took so much pride. "Cut it down to one-half," retorted the editor rather testily. The shorthand writer counted the leaves of his book, over which his turn extended; he then divided them, and, looking again into the face of Mr. Barnes, inquired with the utmost simplicity, "which half he should write." We heard that the turn was his first and last. So much simplicity would not do on the *Times*.

A reporter from the north, not many years ago, was engaged by the managing reporter of the *Times*, Mr. Neilson, to take a trial turn. He did so; and went off to the *Times* office to write it out. His courage however failed him at the sight of the establishment. He became excessively terrified; but his terror increased ten-fold as he neared the reporters' room. He stood at the door for a few moments, as if the well-known line, "All hope abandon ye who enter here," was emblazoned on the portal. He however ventured to look in. The sight of the reporters whose fingers were flying across the paper like an express train down an incline, pinned him to the threshold. He simply articulated, "What awtn' work this reporting is!" and vanished. He was never seen again, and it is to be hoped that he lost no time in retracing his steps to his native hills.—*J. I. Scott*.

5. SPEECH BY DANIEL WEBSTER.

I owe the honor of this occasion, and I esteem it an uncommon and extraordinary honor, to the young men of this city of Albany; and it is my first duty to express to these young men my grateful thanks for the respect they have manifested towards me. Nevertheless, I do not mistake you, or your object, or your purpose. I am proud to take to myself whatever may properly belong to me, as a token of personal and political regard from you to me. But I know, young men of Albany, it is not I, but the cause; it is not I, but your own generous attachments to your country; it is not I, but the Constitution of the Union which has bound together your ancestors and mine, and all of us, for more than half a century. It is this that has brought you here to-day to testify your regard towards one, who, to the best of his humble ability, has sustained that cause before the country.

I am requested by those who invited me, to signify my sentiments on the state of public affairs in this country, and the interesting questions

which are before us. This proves, gentlemen, that in their opinion there are questions sometimes arising which range above all party, and all the influences and considerations and interests of party. What are the questions which are overriding, subduing, and overwhelming party, uniting honest, well-meaning persons to lay party aside, to meet and confer for the general public weal? I shall, of course, not enter at large into many of these questions, nor into any lengthened discussion of the state of public affairs, but shall endeavor to state what that condition is, what these questions are, and to pronounce a conscientious judgment of my own upon the whole. The last Congress passed laws called adjustment measures, or settlement measures; laws intended to put an end to certain internal and domestic controversies which existed in the country, and some of them for a long time. These laws were passed by the constitutional majorities of both Houses of Congress. They received the constitutional approbation of the President. They are the laws of the land. To some or all of them, indeed to all of them, at the time of their passage, there existed warm and violent opposition. None of them passed without heated discussion. Government was established in each of the territories of New Mexico and Utah, but not without opposition. The boundary of Texas was to be settled by compromise with that State, but not without determined and violent opposition. These laws all passed; and as they have now become, from the nature of the case, irrepeatable, it is not necessary that I should detain you by discussing their merits and demerits. Nevertheless, gentlemen, I desire on this and on all public occasions, in the most emphatic and clear manner, to declare, that I hold some of these laws, and especially that which provided for the adjustment of the controversy with Texas, to have been essential to the preservation of the public peace. I will not now argue that point, nor lay before you at large the circumstances which existed at that time,—the peculiar situation of things in so many of the Southern States; or the fact that many of those States had adopted measures for the separation of the Union; the fact that Texas was preparing to assert her rights to territory which New Mexico thought was hers by right; and that hundreds and thousands of men, tired of the pursuits of private life, were ready to rise and unite in any enterprise that might open itself to them, even at the risk of a direct conflict with the authority of this Government. I say, therefore, without going into the argument with any details, that in March of 1850, when I found it my duty to address Congress on these important topics, it was my conscientious belief, still unshaken, ever since confirmed, that if the controversy with Texas could not be amicably adjusted, there must, in all probability, have been civil war and civil bloodshed. And in the contemplation of such a prospect, it was of little consequence on which standard victory should perch; although in such a contest we took it for granted that no opposition could arise to the authority of the United States that would not be suppressed.

But what of that? I was not anxious about the military consequences of things; I looked to the civil and political state of things and their

results ; and I inquired what would be the condition of the country if in this agitated state of things, if in this vastly extended though not generally pervading feeling at the South, war should break out, and bloodshed should ensue in that extreme of the Union ? That was enough for me to inquire into and regard ; and, if the chances had been but one in a thousand that such would have been the result, I should still have felt that that one-thousandth chance should be guarded against by any reasonable sacrifice ; because, gentlemen, sanguine as I am for the future prosperity of the country, strongly as I believe now, after what has passed, and especially after those measures to which I have referred, that it is likely to hold together, I yet believe firmly that this Union, once broken, is utterly incapable, according to all human experience, of being reconstructed in its original character, of being re-cemented by any chemistry or art or effort or skill of man. Now, gentlemen, let us pass from those measures which are now accomplished and settled. California is in the Union, and cannot be got out ; the Texas boundary is settled, under provision of law, according to accustomed usage in former cases ; and these things may be regarded as settled.

But then there was another subject, equally agitating and equally irritating, which, in its nature, must always be subject to consideration or proposed amendment, and that is the fugitive slave law of 1850, passed at the same Session of Congress. Allow me to advert, very shortly, to what I consider the ground of the law. You know, and I know, that it was very much opposed in the Northern States ; sometimes with argument not unfair, often by those whirlwinds of fanaticism that raise a dust and blind the eyes, but produce nothing else. Now, gentlemen, this question of the propriety of the fugitive slave law, or the enactment of some such law, is a question that must be met. Its enemies will not let it sleep or slumber. They will "give neither sleep to their eyes nor slumber to their eyelids" so long as they can agitate it before the people. It is with them a topic, a desirable topic, and all know who have much experience in political affairs, that for party men, and in party times, there is hardly anything so desirable as a topic. Now, gentlemen, I am ready to meet this question. I am ready to say that it was right, proper, expedient, just, that a suitable law should be passed for the restoration of the fugitive slaves found in free States, to their owners in the slave States. I am ready to say that, because I only repeat the words of the Constitution itself, and am not afraid of being considered a plagiarist, nor a feeble imitator of other men's language and sentiments, when I repeat and announce to every part of the country, to you here, and at all times, the language of the Constitution of my country. Gentlemen, before the Revolution slavery existed in the Southern States, and had existed there for more than a hundred years. We of the North were not guilty of its introduction. That generation of men, even in the South, were not guilty of it. It had been introduced according to the policy of the Mother Country, before there was any independence in the United States ; indeed, before there were any authorities in the Colonies competent to resist it. Why,

gentlemen, men's opinions have so changed on this subject, and properly, the world has come to so much juster sentiments, we can hardly believe, that which is certainly true, that at the peace of Aix-la-Chapelle, in 1718, the English Government insisted on the fulfilment, to its full extent, of a condition in the treaty of the Assiento, signed at Utrecht, in 1713, by which the Spanish Government had granted the unqualified and exclusive privilege to the British Government of importing slaves into the Spanish Colonies in America! That was not then repugnant to public sentiment; happily, it would be now.

6. REPORTING AS A MENTAL EXERCISE.

If we trace the operations of the mind which are carried on during the act of taking down the words of a speaker as they are uttered by him, we shall not be surprised that a considerable amount of practice is needed before the art of verbatim reporting can be acquired; the cause of our astonishment will rather be that still greater labor and skill are not necessary to the carrying on of a process so rapid and yet so complicated.

Let us suppose a speaker commencing his address. He utters two or three words, perhaps, in a deliberate manner; they fall on the reporter's ear, and are thence communicated to the brain as the organ of the mind; the writer must then recall to his memory the sign for each word he has heard; the proper sign having suggested itself to his mind, a communication is made from the brain to the fingers, which, obedient to the will, and trained perhaps to the nicest accuracy of form, rapidly trace the mystic lines on the paper. Some portion of time is of course required for each of these operations to be performed after the words have been spoken; yet see! the writer appears to stop precisely at the same time with the speaker! The orator still continues in his deliberate style, and the reporter is able to write each word he hears before the next is uttered. Now, however, the speaker warms with his subject, and changes his measured pace to one more rapid; the writer increases his speed accordingly, and, notwithstanding the many operations at work in his mind, scarcely is the last word of a sentence uttered before he lifts his pen from the paper, as if for an instant's pause, not a syllable having escaped his ear or pen. This surely is a laborious task; much more so that which follows. The speaker has finished his exordium, is in the midst of his topics of discourse, and has begun his flights of oratory. Listen to his next sentence. He begins in a low, measured tone; after a few words makes a sudden pause; then, as if startled with the brilliancy of his ideas, and fearful lest they should escape before he can give them utterance, he dashes along at an impetuous rate which he never slackens till he is out of breath with exertion. In this rapid delivery he has gained ground to the extent of five or six or more words on the writer, whom probably

he has taken by surprise. The latter, nevertheless, has had to listen to the words which were, so to speak, in advance of him, recall the proper sign for each, send it from the brain to the fingers, and trace it on his note-book; while, *at the same time*, he has had to attend to the words which follow, so as to be able to dispose of them in the same way when their turn arrives; and in this manner are his mental and bodily powers occupied for an hour, or, it may be, several hours together.

It would naturally be supposed that, with all this to attend to, it would be impossible for the writer to think at all of the sense conveyed by the words which he is at such pains to record; but, to perform his work efficiently, he must bring his mind to bear on this also, and not only endeavor to understand the general drift of what he is reporting, but to catch the meaning of every expression; for where this is neglected literal accuracy cannot be attained. The probability is that we do not distinctly hear—hear, that is, so as to be able separately to identify them—half the sounds that compose the words to which we listen; and it is only, therefore, by our close attention to the context that we are enabled to supply imperceptibly—for few people are conscious of this mental act—the sounds that the ear has failed to convey definitely to us. Hence the necessity for listening to the sense, as well as to the sounds of words, as they flow from a speaker's lips. A minister once told us that in a report of a sermon delivered by him the phrase "the siege of Abimelech" was written and actually printed "the siege of Limerick!" This could not have arisen from a mistake in the written characters, for the forms of Abimelech and Limerick would, in any system of shorthand, be palpably distinct; the ear must, in such a case, have been in error, and the sense should have been sufficient to correct it. Every experienced reporter must occasionally have discovered errors of this description while transcribing his notes; his inattention to the sense, while following the speaker, not having led him to correct the false impression which has been made on the ear.

As a mental exercise, then, reporting may be regarded as of the greatest utility. It is true that after a long course of practice the art becomes *apparently* a mechanical one, as far as the taking down is concerned; yet at first all the powers of the mind must be brought to bear on its attainment, and they can hardly fail to be materially strengthened by the training they must undergo. A word, however, as to reporting being a mechanical operation, as some have termed it. No effort put forth by us can be purely mechanical, since the mind is necessary to it. Walking and reading (reading aloud without attending to the sense) seem mechanical acts, but the mind is indispensable to them. After long practice indeed, a comparatively external region of the mind is concerned in them, for we are enabled to think and plan—operations of more interior faculties—while these outward acts are being attended to; but at first both walking and reading require, in order to their attainment, a strong exercise, in one case, of all the powers of the body, and, in the other, of all the powers of the mind; both having been, of necessity, improved and strengthened by the training. It is the same with reporting, but in this case the exercise is more severe; and if even the act of writing should, by practice, become little more than a mechanical perform-

ance, the constant employment of the mind in catching the meaning of different speakers, and the bringing before the writer all the varied styles of diction in use among them, together with the exercise in composition afforded by the transcribing of what has been written, cannot fail to commend the art to all who are interested in education, and in the development of the powers of the human mind. Even where the student of shorthand has been unable to acquire sufficient manual dexterity to follow a speaker verbatim, the practice of reporting will still be beneficial ; since increased attention to the sense will be required, in order that, when abridging a report, nothing material may be omitted. A habit is thus cultivated of separating mere verbiage from the solid material, winnowing the chaff from the wheat ; and though this is not the particular benefit on account of which the cultivation of shorthand is recommended in this article, it is one whose importance ought not to be overlooked in regarding reporting as a mental exercise.—*Thomas Allen Reed.*

7. CHEMISTRY.

Chemistry is the science which investigates the nature of bodies, and teaches the composition and properties of material substances, together with the changes they undergo. There is no science more extensive, and it is scarcely possible for one person to embrace it in its whole extent. To chemistry, more or less scientifically pursued, numerous arts owe their birth and progress, and to chemistry the naturalist must resort for the explanation of phenomena that without its aid can only be spoken of by conjecture, and on a true knowledge of which our happiness as thinking beings eminently depends. To facilitate the study of this important science, it is considered in different points of view, and thrown into divisions and subdivisions, so that a person may devote himself to one department of it, although the method of observing, analyzing and combining is the same in all, and although all the phenomena must be explained by the general theory, and refer to certain laws of which a previous knowledge is requisite. These laws constitute what is called philosophical chemistry, which explains what is meant by the affinity of aggregation or cohesion, and by the affinity of composition or chemical affinity. It also considers the effects of light, heat, and electricity ; the nature of the simple and compound inflammable bodies ; of air and water ; the composition and decomposition of acids ; the nature and properties of the salts ; their relations to the acids ; the calcination, solution and alloying of metals ; the composition and nature of plants ; the characteristics of the immediate elements of vegetable substances ; the phenomena of animalization ; the properties of animal compounds, and the decay of organic substances. These are its general views, but, as we have before observed, in order to facilitate the study of chemistry, it is divided into several separate branches. There is a meteorological chemistry, by which the great phenomena observed in the atmosphere are explained ; and a geological chemistry, which seeks to account for the various combinations of nature beneath the earth's surface, which produces volcanoes, veins of metal, coals, basalt,

etc. There is also a chemistry of the mineral kingdom, comprising the examination of all inorganic substances; a chemistry of the vegetable kingdom, which analyzes plants and their immediate products; a chemistry of the animal kingdom, which studies all substances derived from living or dead animals; a pathological and pharmaceutical chemistry, which traces the changes produced by disease, with the nature and preparation of medicines; an agricultural chemistry, which treats of the nature of plants and soils, and the laws of production. The practical chemist distinguishes bodies into simple and compound substances. Simple substances comprehend such as have hitherto not been decomposed. Of these some are denominated combustibles, because they can undergo combustion, or in other words can burn, as hydrogen, carbon, phosphorus and borax, besides the alkalies, earths and metals. Some are supporters of combustion, which, though not of themselves capable of undergoing combustion, are necessary to produce this effect in other bodies; of which there are three, namely, the three gaseous bodies, oxygen, chlorine, and iodine. Compound substances are formed by the union of simple substances with each other, or by that of compound substances with others. They result, first, from the combination of oxygen, or one of the other simple supporters of combustion, with one of the simple combustibles; such are the acids: second, from that of a simple body combined with oxygen, with another similar compound; such are the salts: third, from that of two or three simple combustibles with one another; fourth, from that of oxygen with hydrogen and carbon, forming vegetable matter: fifth, from that of oxygen with hydrogen, carbon, and azote, forming animal matter. When the constituent parts of bodies are separated from each other, the bodies are said to be decomposed, and the act of separating them is called decomposition: on the other hand, when bodies are so intimately united as to form new and distinct substances, this chemical union is distinguished by the name of combination. The chemical investigation of bodies therefore proceeds in two ways, namely, by analysis, that is, the separation of bodies by a series of decompositions and combinations, to come at the knowledge of the constituent parts; and synthesis, by a series of processes to form new compounds; and these two forms of investigation may accompany and assist each other. The commencement of the 19th century forms a brilliant era in the progress of chemistry; but great as have been the discoveries, and persevering as are the researches of the most profound inquirers, every step that is taken, confirms more strongly the fact, that chemistry is a progressive science, and that the discoveries of to-day may be eclipsed by the discoveries of to-morrow. And therefore truly has it been said, that "its analysis is indefinite." Its termination will have been attained only when the real elements of bodies shall have been detected, and all their modifications traced; but how remote this may be from its present state we cannot judge. Nor can we, from our present knowledge, form any just conception of the stages of discovery through which it has yet to pass.—*Maunder's "Scientific and Literary Treasury."*

APPLIED PHONOGRAPHY.

253. The student who has obtained from the lessons given in these pages a good theoretical knowledge of Phonography, and has also had the practice necessary to acquire a fair amount of proficiency as a note-taker, has, we assume, mastered the art of shorthand writing for some practical purpose. It is his intention to use it in the office; or to employ it in connection with the typewriter; or for note-taking of various descriptions (public or private); or for reporting for the press. Many works have been prepared which deal with what may be termed Applied Phonography, that is the employment of Pitman's Shorthand, in the various occupations just indicated. In order that the student may know where to find information of value to him in his individual practice, a brief description of some of the books published is appended.

254. The whole subject of the practical uses of shorthand is comprehensively treated in "The Shorthand Writer: a Complete Guide to the Commercial, Professional and other Uses of Shorthand," by T. A. Reed (price \$1.00). This work may be studied with advantage by all shorthand writers who are commencing work, or who are already in active employment, because it embodies Mr. Reed's pre-eminent experience for half-a-century in every description of shorthand labor. Another work of Mr. Reed's will be found extremely serviceable to shorthand writers who are called upon to deal with special subjects, namely "Technical Reporting" (40c.), which contains the best phonographic abbreviations for employment in mechanical, medical, legal and statistical note-taking, with valuable notes; and phonographic phrases for Latin and French quotations. There are

three other phrase-books by Isaac Pitman, which are indispensable for thoroughly efficient verbatim work, namely the "Phonographic Phrase Book" (35c.), containing an extensive list of phraseograms which may be safely employed; the "Legal Phrase Book" (15c.), containing phrases useful to the law reporter and lawyer's clerk; the "Railway Phrase Book" (15c.), an adaptation of Phonography to the needs of railroad correspondence.

255. Several works deal with the general employment of shorthand in office work. The most useful, to the American stenographer, being, "Business Correspondence in Shorthand" (30c.), containing *actual* business letters, with forms and expressions met with in the offices of railroad, law, banking and other branches of business, and especially adapted to the requirements of American students; with typed key and matter divided for speed practice. Other comprehensive works are "Phonography in the Office: a complete Shorthand Clerk's Guide, with chapters on special preparation, including business phrases and contractions, letters, etc."; by A. Kingston (40c.) The book treats very fully on office work, and includes not only information on shorthand subjects, but abbreviations, etc., used in longhand writing. The "Shorthand Commercial Letter Writer," and "Office Work in Shorthand," are companion volumes printed in shorthand (35c. each), and "Key," in ordinary type (20c. each).

256. The use of the typewriter in association with shorthand has become indispensable, and the following works on that subject will be found of much practical value: "A Manual of the Typewriter" (\$1.00); "A Manual of the Remington Typewriter," by John Harrison (35c.); Instructions on the "Remington," "Caligraph," "Yost," "Bar-Lock" (20c. each). For further particulars see catalogue at the end of this book.

257. The "Reporters' Assistant," by Isaac Pitman (35c.) contains classified lists comprising every outline in the language which stands for two or more words, and is valuable, not to reporters only, but to all shorthand writers, whenever a difficulty occurs in reading unvocalized Phonography. "Reporting Hints," by A. Baker (40c.), contains a number of practical hints on reporting and the preparation of copy for the press, with specimens of work, and the "Newspaper World," by A. Baker (35c.), furnishes an historical and descriptive account of press work, which will be of value to the novice.

258. Many shorthand writers turn their attention to teaching, and there is a constantly increasing demand for additional instructors in Isaac Pitman's Shorthand. Very comprehensive information on the best methods of procedure will be found in "A Handbook for Shorthand Teachers: a Guide to the Art of Teaching Pitman's Phonography, including a brief History of Shorthand, Observations on the Origin and Development of Phonography, etc." (60c.).

259. The student who desires to become further acquainted with the various departments of Shorthand Literature, is referred to the Catalogue at the end of this volume, and to the *Phonetic Journal*. The *Journal* is the oldest and largest weekly shorthand periodical in existence, and, in addition to articles of interest and value to all practical shorthand writers, contains every week speeches and other useful reading matter in engraved shorthand. *Pitman's Shorthand Weekly* is entirely printed in beautiful shorthand, with choice illustrations. The reading matter is thoroughly entertaining, and the reader will find its perusal an extremely pleasant method of improving his knowledge of Phonography.

TYPEWRITING AND SHORTHAND.

260. Every writer of shorthand, who proposes to make use of his knowledge of the art in professional or business life, is strongly advised to make himself an efficient operator on the typewriter. Without doubt the use of the typewriter for the transcription of shorthand notes is rapidly becoming the usual method. There are several modes by which the typewriter may be employed for producing a transcript. The shorthand writer himself may transcribe his own notes on the typewriter, and, provided that he is fairly expert, he will accomplish his task in much less time and with less fatigue than by the old method. He may dictate his notes to an expert typist, and by this division of labor produce his transcript even more quickly. In many instances it would be practicable to divide the notes among several operators able to read the shorthand writer's notes, or portions might be dictated to each. Where verbatim transcripts of speeches or evidence are required, either as "copy" for the printer or for the use of the parties interested, the employment of the typewriter is of the utmost advantage, on account of the superior legibility of the transcript. In all offices having extensive correspondence, the typewriter is of the greatest service, documents and letters being dictated to shorthand writers, who are also typists.

261. The ability to operate a typewriter is not difficult of acquirement, and at nearly all the shorthand schools in the country, at most of the typewriting agencies and offices, and in connection with many educational institutions, instruction is given in the art on moderate terms.

262. The publishers of this book have issued several manuals on the use of the typewriter, which will be found

extremely useful to those taking up the art. Mention of these will be found on page 247.

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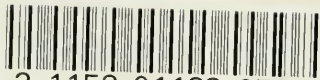
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